



National Teaching Fellowship Scheme (NTFS) 2019

Guidance for institutions and individuals

Contents

1.	Introduction	3
2.	Guidelines for nomination	3
2.1	Eligibility	3
2.2	Nomination documents	4
2.3	Formatting requirements	5
2.4	Monitoring of equality and diversity data	5
2.5	Submission and receipt of nominations	6
2.6	Fees for non-Teaching and Learning Strand member institutions	6
3.	NTFS award criteria	7
4.	Developing the Claim	7
4.1	Section A: Context Statement	7
4.2	Section B: Claim against the three NTFS award criteria	8
4.3	Section C: Reference List	10
5.	Statement of Support	10
6.	Review and selection process	11
7.	ANTF support events	12
8.	Outcomes and publicity	12
9.	Awards ceremony and briefing event	13
10.	Reporting by NTFs	13
	Appendix 1: Nomination requirements for nominees and institutions	14
	Appendix 2: Deadline and assessment schedule	15
	Appendix 3: Nominee Claim form	16
	Appendix 4: Statement of Support form	18
	Appendix 5: NTFS 2019 scoring profiles	19
	Appendix 6: NTFS 2019 scoring rubric	21
	Appendix 7: NTFS 2019 privacy statement	23

1. Introduction

The purpose of the National Teaching Fellowship Scheme (NTFS) is to recognise, reward and celebrate individuals who have made an outstanding impact on student outcomes and the teaching profession.

The NTFS is organised and run by Advance HE. Advance HE was formed in March 2018, following the merger of the Equality Challenge Unit, the Higher Education Academy and the Leadership Foundation for Higher Education. Advance HE continues the work of the former Higher Education Academy (HEA) in organising and running the NTFS.

All UK Higher Education Providers are eligible to enter up to three members of staff that **teach and/or support learning in Higher Education (HE)**. Individuals selected to enter the NTFS are called '**nominees**' as their institution has chosen to put them forward for an award via a '**nomination**'.

Up to 55 individual awards will be made in 2019 in recognition of outstanding impact. Advance HE will promote the work of all winners and showcase their contribution to student outcomes and the teaching profession. Advance HE will further enhance their national profile by inviting them to engage in a broad range of Advance HE activities, whether nationally or internationally. On gaining an award, each National Teaching Fellow (NTF) has a role in becoming an ambassador for the scheme and supporting the ongoing enhancement of learning and teaching.

Nominees will be informed of the outcome of their application in the week commencing 15 July 2019. Successful nominees will be invited to attend a celebratory event in September 2019, where their National Teaching Fellowship will be awarded. NTFs will automatically become members of the Association of National Teaching Fellows (ANTF). Further details of the Scheme and of the Association of National Teaching Fellows are available at <https://www.heacademy.ac.uk/individuals/national-teaching-fellowship-scheme/NTF>

The UK Teaching Excellence Awards Advisory Panel plays a pivotal role in the process. The Panel advises on the criteria, the process of assessment and moderation, and the selection of the winners. The Panel is independent of Advance HE and includes senior representatives from the UK nations and other relevant stakeholders.

This document provides detailed guidelines for the nomination process and for the preparation and submission of nomination documents for the award.

2. Guidelines for nomination

2.1 Eligibility

From 2018, the scheme opened up to all Higher Education Providers (HEPs) across the four nations of the UK. Again in 2019, each UK HEP is invited to nominate up to three individual members of staff who can clearly demonstrate having an outstanding impact on student outcomes and the teaching profession. For institutions that are Advance HE Teaching and Learning Strand members, participation in the scheme is a benefit of membership. For non-member institutions, there is a fee for nominations (please see Section 2.6).

In selecting up to three individuals to put forward for the scheme, institutions are strongly encouraged to consider the full diversity of their staff body. Individuals can be in any role that contributes to the enhancement of student outcomes and the teaching profession. Staff can be nominated at any stage of their career and may be employed on any type of contractual

arrangement; for example, part-time, full-time, non-permanent (fixed-term) and covering teaching, research and/or learning support. Staff must be teaching and/or supporting student learning. Staff working at an overseas campus whilst contracted to HEPs in the UK are eligible to be nominated.

Advance HE expects institutions to ensure that their processes for selecting nominees do not discriminate against individuals on the grounds of equality and diversity and are inclusive to the variety of ways in which staff that teach and support learning are employed at the institution. Past data indicates that there has previously been under-representation of the following groups:

- ethnic minority BME groups within NTFS relative to HESA statistics;
- the wide range of staff that support learning;
- HE staff from the college sector and alternative providers.

Institutions are encouraged to consider how the internal selection process can be used to create a positive profile for the selected nominee(s) and how they will support nominees who are unsuccessful in the NTFS awards process, as it is highly competitive.

A nominee should be an HEA Fellow (any category) or be working towards HEA Fellowship. The Claim should be the work of the nominee only and Advance HE retains the right to process nominations through anti-plagiarism software.

2.2 Nomination documents

Nominations are comprised of the all documents and forms listed below. The submission of the full nomination should be co-ordinated by the institutional contact (see Section 2.5); a checklist is included for the institutional contact to confirm that all documents have been submitted for the nominees being put forward. Documents should be uploaded to Advance HE's Virtual Learning Environment (VLE) and forms completed online through [Online Surveys](#).

Nomination documents comprise the following:

- **Institutional Contact Checklist:** a form to be downloaded from the [Advance HE VLE](#), completed and uploaded for each nominee to confirm that all the nomination documents have been submitted and checked by the institutional contact (please see Appendix 1);
- **Claim:** a statement completed by the nominee using the downloadable pro-forma describing their outstanding impact in relation to each of the three award criteria (maximum 1500 words per award criterion) plus an overarching Context Statement (up to 300 words) and a Reference List for citations used within the Claim (excluded from the word count);
- **Signed Statement of Support:** a statement providing endorsement and institutional perspective to support the Claim made and signed by the institution's Vice-Chancellor (or equivalent), using the [downloadable pro-forma](#) (maximum 1,000 words);
- **Nomination Form:** an online form completed by the nominee and available [via this link](#). This covers background information about the nominee, 350 word personal profile, 50 word summary profile and two 20 word quotes;
- **Photos:** three high resolution photographs of 1Mb and 300dpi (minimum) in JPEG format;

- **Equal Opportunities Monitoring Form:** an online form completed by the nominee and available [via this link](#). This data will be used anonymously to report on equality and diversity.

2.3 Formatting requirements

The following conventions should be applied to the Claim. This is to ensure fairness and consistency in the review process across all nominees.

- **Word limits:** where word limits are specified, all section headings, text within tables or diagrams, endnotes and numerical characters should be included in the word count. Sections A and B of the nominee Claim have a maximum word limit; reviewers will not take into account any words exceeding the word limit.
- **Font:** Arial 12 point
- **Diagrams:** are permitted. Any text appearing within the diagram should be added to the final word count for the relevant section.
- **Headers and footers:** headers should be used for the nominee's name and nominating institution and footers for page numbers.
- **Citations:** can be included in the body text or put as endnotes (rather than footnotes) for each section. These should be added to the final word count.
- **Web-links, pictures and logos:** these will not be taken into consideration in the review process and therefore should be avoided.
- **File Saving:** The following naming convention should be used for all submitted files: <Initial.Surname_Institution_DocumentName>; e.g. J.Bloggs_UniofPopleton_Claim

Advance HE and the UK Teaching Excellence Awards Advisory Panel reserve the right to reject any nominations failing to adhere to these requirements. It is therefore the responsibility of the nominating institution and individual nominee to ensure that the nomination adheres to the requirements with regard to formatting, required signatures and word limits.

2.4 Monitoring of equality and diversity data

All personal data provided through submitting a nomination for the National Teaching Fellowship Scheme will be held confidentially by Advance HE and only relevant documentation will be shared with the reviewers and the UK Teaching Excellence Awards Advisory Panel as explained within this guidance document.

Advance HE is committed to promoting equality and diversity and collects data on nominees for statistical monitoring via the **Equal Opportunities Monitoring Form**. The information provided does not form part of the Claim and is not made available to reviewers but is used anonymously by Advance HE for statistical monitoring of both applicant and winner data.

The confidentiality of the nominees' data is maintained by Advance HE. Advance HE collates the information provided by all nominees and uses this collated data anonymously

to report annually on equality and diversity to the UK Teaching Excellence Awards Advisory Panel.

The Equal Opportunities Monitoring Form is online in Online Surveys and available [via this link](#). The form should be completed by the nominee, not the institutional contact. Nevertheless, the institutional contact should check that each nominee being put forward has submitted this form.

If anyone wishes to know more about how Advance HE collects, stores and uses personal information about the NTFs nominees please review our privacy statement (Appendix 7).

2.5 Submission and receipt of nominations

Nomination documents need to be submitted by a named central contact at the institution (institutional contact) through an online system hosted on Advance HE's VLE. NTFs Institutional Contacts will then be issued with a username and password to log into the VLE to enable them to upload the nomination(s). Full instructions will be provided.

All nomination documents must be uploaded by 15:00 (BST) on Wednesday 3 April 2019. If the institution is putting forward more than one nominee, the institutional contact can upload nomination documents for all of the nominees using the same username and password; it is therefore essential that the correct file-naming convention is adopted (Section 2.3). The institutional contact is acting on behalf of their institution and it will be assumed by Advance HE that they are acting in accordance with the expectations of their senior management when submitting their institution's nomination(s).

Receipt of uploaded nominations will be acknowledged by an automated email sent to the institutional contact, however, this email will provide confidence that a submission has been made but will not confirm that all required documentation is present. Following submission, Advance HE will check that all documents have been received and are accessible. Advance HE will confirm that all required documents have been received in an email sent to the institutional contact from the mailbox ntfs@advance-he.ac.uk by 15:00 (BST) on Wednesday 17 April 2019. If the institutional contact has not heard from Advance HE by 15:00 (BST) on Wednesday 17 April then we advise that they should contact Advance HE to check receipt, either by email at ntfs@advance-he.ac.uk or phone on 01904 717500 before a final deadline of 15:00 (BST) on Friday 19 April 2019.

2.6 Fees for non-Teaching and Learning Strand member institutions

Higher Education Providers in the UK that are Advance HE Teaching and Learning Strand member institutions are eligible to submit up to three nominees to the NTF scheme, as a benefit of institutional membership.

Non-member UK HEPs may also participate in the 2019 scheme. The fee to participate for non-member institutions is £1,500 (inclusive of VAT) per nominee.

If an institution is not an Advance HE Teaching and Learning Strand member institution, the institution's finance department should complete the [NTFS Payment Form for Applicants](#), which can be downloaded from Advance HE's VLE. The completed form should be sent to Advance HE's finance team via e-mail to finance@advance-he.ac.uk. Any queries related to fees should be sent by email ntfs@advance-he.ac.uk.

3. NTFS award criteria

All nominee Claims will be assessed on the evidence provided in relation to each of the three NTFS award criteria:

NTFS Criterion 1: Individual excellence

Evidence of enhancing and transforming student outcomes and/or the teaching profession; demonstrating impact commensurate with the individual's context and the opportunities afforded by it.

NTFS Criterion 2: Raising the profile of excellence

Evidence of supporting colleagues and influencing support for student learning and/or the teaching profession; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.

NTFS Criterion 3: Developing excellence

Show the nominee's commitment to and impact of ongoing professional development with regard to teaching and learning and/or learning support.

Reviewers will be looking for evidence of reach, value and impact to be demonstrated in the evidence presented within Section B. Please note that each of the three award criteria above is given equal consideration in the assessment process and weighted equally in the overall score.

4. Developing the Claim

The 'Claim' is made up of three sections:

- Section A: Context Statement (maximum 300 words);
- Section B: Claim against the NTFS Award Criteria (maximum 1500 words against each criterion);
- Section C: Reference List

Only Section B, containing evidence against each of the three NTFS award criteria, is scored by reviewers; the Context Statement and Reference List are not scored.

4.1 Section A: Context Statement

Advance HE and the UK Teaching Excellence Awards Advisory Panel recognise that excellence in teaching and learning support will be situated within specific academic, professional and institutional contexts. The nature of the institutional context and each individual nominee's opportunity to contribute will be taken into account.

The scheme recognises impact and engagement beyond a nominee's immediate academic or professional role. A nominee may, for example, have made a significant contribution to learning and teaching in an area that falls outside his/her substantive role.

There will be considerable variation between nominees, reflecting differences in individuals' experience, their job roles and institutional contexts. The Context Statement (300 words), new for 2019, is at the beginning of the nominee's Claim and will not be scored by reviewers. Nominees should use this section to articulate the context of their role, the setting, field and/or area of work.

The Context Statement provides a frame for Section B of the Claim and enables reviewers to orientate themselves into the evidence provided against each of the award criteria. Nominees should use the Context Statement to explain the context of their institution and their professional role(s) and responsibilities within it. Where the narrative in Section B of the Claim draws on evidence from a previous institution(s), work in the wider sector and/or industry/sector bodies, this should also be explained in the Context Statement. Nominees should make clear the nature of their teaching and learning practice (e.g. types of learners, discipline/specialist area, brief outline of scope and scale of practice).

The Context Statement should not be used to provide information that would add evidence of impact to the nominee's narrative set out in Section B of the Claim. To give some examples of what not to include in the Context Statement (but to include in Section B instead) to further illustrate this point:

- Involvement in teaching and learning initiatives (e.g. possible use in evidence for Criterion 1)
- Work impacting on professional bodies or wider communities (e.g. possible use in evidence for Criterion 2)
- Professional qualifications and/or engagement in ongoing professional learning activities (e.g. possible use in evidence for Criterion 3)
- Teaching and learning-related awards/ institutional awards for innovation
- Areas of research, scholarship and/or professional practice

4.2 Section B: Claim against the three NTFS award criteria

Nominees should use Section B of the Claim to set out the evidence of the reach, value and impact of their practice against the three award criteria in turn. Each of the three parts of Section B must not exceed 1500 words. Reviewers 'score' each of the three parts separately. Appendices 5 and 6 set out the scoring profile and scoring rubric used by reviewers to allocate scores to evidence claimed against each of the three award criteria.

There are many different ways of evidencing each of the three award criteria, as appropriate to the nature of the nominee's professional practice. Some illustrative examples are given below, but nominees should not feel limited by these examples as they are included only to provide indicative types of evidence against each criterion.

Key points to note:

- nominees should address and make a specific claim against each criterion in turn;
- nominees should demonstrate impact on student outcomes and or the teaching profession over a sustained period;
- nominees will need to draw upon explicit evidence of impact to support their claim against each criterion. Some examples of typical sources are (but need not be confined to):
 - student feedback and evaluations;

- feedback from peer observations;
 - feedback from other national engagements;
 - student support materials;
 - work with other partner institutions and organisations;
 - quantitative data to indicate the scale, reach and impact of the nominee's work.
- nominees should demonstrate that they are applying the principles of equality, diversity and inclusion to their practice.

The decision about what constitutes appropriate evidence of impact rests with the nominating institution and the nominee, but individuals are encouraged to ensure that the student voice is made explicit within Section B of the Claim. Individuals from various academic disciplines or roles inevitably demonstrate different communication and analytical styles and this will be accounted for in the assessment process. There is no one 'style' that is expected in applications and examples will be assessed and scored for their contribution to the relevant criterion as a whole.

Addressing Criterion 1: Individual excellence

Evidence of enhancing and transforming student outcomes and/or the teaching profession; demonstrating impact commensurate with the individual's context and the opportunities afforded by it.

To give some illustrative examples, Criterion 1 could be demonstrated by providing evidence of the impact of:

- stimulating students' curiosity and interest in ways which inspire a commitment to learning;
- organising and presenting high quality resources in accessible, coherent and imaginative ways which in turn clearly enhance students' learning;
- recognising and actively supporting the full diversity of student learning requirements;
- drawing upon the outcomes of relevant research, scholarship and professional practice in ways which add value to teaching and students' learning;
- engaging with and contributing to the established literature or to the nominee's own evidence base for teaching and learning.

Addressing Criterion 2: Raising the profile of excellence

Evidence of supporting colleagues and influencing support for student learning and/or the teaching profession; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.

To give some illustrative examples, Criterion 2 could be demonstrated by providing evidence of the impact of:

- making outstanding contributions to colleagues' professional development in relation to promoting and enhancing student learning;
- contributing to departmental/faculty/institutional/national initiatives to facilitate students' learning;
- contributing to and/or supporting meaningful and positive change with respect to pedagogic practice, policy and/or procedure.

Addressing Criterion 3: Developing excellence

Show the nominee's commitment to and impact of ongoing professional development with regard to teaching and learning and/or learning support.

To give some illustrative examples, Criterion 3 could be demonstrated by providing evidence of the impact of:

- on-going review and enhancement of individual professional practice;
- engaging in professional development activities which enhance the nominee's expertise in teaching and learning support;
- specific contributions to enable significant improvements in students' outcomes and/or experience.

Reviewers are provided with a scoring profile (Appendix 5) to support them in differentiating between the possible scores (0-5) to be awarded to the evidence provided in the Claim. Reviewers use a scoring rubric (Appendix 6) to 'score' each of the three parts of Section B of the nominee's Claim against each of the three NTFS award criteria; there is a possible overall maximum score of 15 from each of the three reviewers.

4.3 Section C: Reference List

The Claim includes a final section (Section C) where nominees should provide a list of references which they have drawn upon within the evidence they provide against each award criterion. For example, nominees may be drawing upon the outcomes of relevant research, scholarship and professional practice and/or engaging with and contributing to the established literature or to the nominee's own evidence base for teaching and learning.

A word limit is not set for the Reference List, however, the list should not include any citations not directly referred to within the evidence provided in Section B of the Claim.

The Reference List is not part of the review process and so is not 'scored' by reviewers. The purpose of the list is to allow reviewers to find sources and to provide appropriate credit to an author who has inspired any areas of the nominee's practice that are evidenced within the Claim.

5. Statement of Support

The institution's Statement of Support is an essential and critical aspect of the nomination. It endorses the claim made by the nominee and frames the reach, value and impact of the nominee's practice from an institutional perspective.

The Statement of Support should not be seen as a source of supplementary (or new) evidence; the core aspects of the nominee's claim, and evidence for these aspects, should be within Section B of the nominee Claim. The institution's Statement of Support is a complementary document. The Statement of Support should validate the impact evidenced by the nominee, provide institutional context for the nominee's work and provide any supporting information that might be more appropriately expressed by a Vice Chancellor or equivalent*.

The Statement of Support should be completed using the downloadable form available on the [Advance HE VLE](#). The statement must be signed by the institution's Vice-Chancellor (or equivalent*).

It is recommended that the nominee's Claim for a National Teaching Fellowship is read prior to composing the institution's Statement of Support. In particular, the statement should:

- endorse the validity of the nominee's Claim for outstanding impact;
- provide an institutional context within which the nominee has been identified as having outstanding impact and outline any future plans to further disseminate their practice;
- provide confirmation of institutional support for the nominee, should they be successful, in terms of carrying out any responsibilities associated with having a National Teaching Fellowship;
- provide any additional supporting information which might be most appropriately expressed by the Vice-Chancellor (or equivalent) rather than the nominee;
- provide the name, job title and signature of the VC (or equivalent*).

*'VC or equivalent' refers to the individual who holds the most senior role at the nominating institution, including a Principal or President for example. The VC or equivalent is welcome to nominate a senior leader (such as Deputy or Pro-Vice Chancellor) to complete the statement on their behalf (please contact ntfs@advance-he.ac.uk to confirm the arrangement).

6. Review and selection process

Each nomination is considered by independent, external peer reviewers based on the information nominees submit against the three award criteria in Section B of the Claim. The institutional Statement of Support validates the claim made by the nominee from an institutional perspective. The Context Statement at the start of the Claim (Section A) is not reviewed against the criteria, its purpose is to set the context for the nominee's practice in order to frame the evidence provided within the following three parts of Section B of the Claim against the award criteria (see Section 4.1 above).

Advance HE peer reviewers are drawn from teaching and learning professionals across the HE sector and are independent to Advance HE. Reviewers are all experienced in criteria-based assessment, will have successfully completed a moderation exercise and will have undergone training before acting as a reviewer in the scheme. Reviewers carry out their role on a confidential basis and their identity will not be shared with nominees, nominating institutions or with the UK Teaching Excellence Awards Advisory Panel during the selection and award process.

Reviewers are asked to score each part of Section B of the nominee's Claim against each of the three award criteria in turn, ensuring that each criterion is equally weighted in the assessment process. Strict word limits are set for the Claim and reviewers are instructed not to consider any part of Section B of the Claim which exceeds the permitted maximum word limit of 1500 words per criterion (1-3). The scoring profile (Appendix 5) and scoring rubric (Appendix 6) are used by reviewers to allocate scores.

In 2019, Advance HE will allocate all nominations to three reviewers, avoiding any conflicts of interest. In addition, a 10% sample will be reviewed by a fourth reviewer as part of our quality assurance process.

Advance HE oversees the standardisation of assessment, monitors and processes all nominee data in order to report to the UK Teaching Excellence Awards Advisory Panel. Overall review scores for each nominee are processed as an average of the two most closely matching total scores awarded by individual reviewers. The overall review scores are then used to create rankings. Additional algorithms are applied, alongside an analysis of reviewer comments, in order to distinguish between any nominees with the same average scores. The approach used ensures that no nominee is disadvantaged by discrepancies in marking and that all nominees are treated fairly and consistently. The UK Teaching Excellence Awards Advisory Panel reviews equal opportunities data, the rankings and reviewer comments and makes recommendations for award winners, which are subsequently ratified by the Advance HE Chief Executive Group.

Advance HE is committed to promoting equality and diversity. In processing nominations it ensures that no nominee is treated less favourably than others on the grounds of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstances, sexual orientation, gender reassignment, spent criminal convictions, age, or for any other unlawful reason.

7. ANTF support events

In addition to the guidance presented within this document, members of the Association of National Teaching Fellows (ANTF) run a series of regional and online support workshops for nominees. Previous delegates have reported that these events provided valuable support for the writing of their Claim.

The ANTF support events are free for nominees to attend and institutional contacts will be sent the booking links. The institutional contacts are responsible for promoting the events to their chosen nominees.

Institutions that wish to change the contact details for their Teaching Excellence Awards institutional contact should email the team at ntfs@advance-he.ac.uk.

8. Outcomes and publicity

All nominees will be informed of the outcome via email in the week commencing 15 July 2019. The Vice-Chancellor (or equivalent) of each nominating institution will also be informed of the outcome on this date. The announcement of 2019 NTFS award holders will be strictly embargoed until the week commencing 5 August 2019 (exact date to be confirmed). It is a condition of the NTFS competition that award winners do not share news of their success before this date in order to maximise publicity. Contravention of this requirement could lead to the award being revoked. The names of the 2019 NTFS award winners will be officially announced in week commencing 5 August 2019 on Advance HE's

website and in a press release. Information included in the Nomination Form and the photographs submitted with the nomination will be used in publicity materials.

Three high resolution 1Mb and 300dpi (minimum) images of the nominee are part of the nomination and should be uploaded to the VLE, for use on the Advance HE website and in the ceremony brochure. The three photos should be different and at least one image should be portrait. In submitting images to Advance HE, individuals are providing consent for Advance HE to use these images for promotional purposes or publicity. Nominees are also confirming that they are the owner of any intellectual property rights or have an appropriate license to share these images with Advance HE and for the Advance HE to use the images provided for this purpose.

The NTFS is a competition and thus the Panel's decision is final and no appeals can be made against their decision. The Advance HE complaints process should be used to address any concerns relating to fair treatment in the administration of nominations. In the first instance if any questions or concerns arise, please email ntfs@advance-he.ac.uk or phone 01904 717500 and ask to speak to Jo Masterson, Advance HE Head of Operations and Quality.

Following the publication of the outcome of NTFS 2019, Advance HE will issue individual written feedback to all nominees. This qualitative feedback from the reviewers should support plans for future development. Reviewer scores and nominee rankings are not released. Nominees are encouraged to share their review feedback with their institutional contact in order to promote opportunities for successful nominees at the institution in future NTFS rounds.

9. Awards ceremony and briefing event

The 2019 NTFS awards will be presented at a celebratory dinner, to which successful nominees, their personal guest, and their Vice-Chancellor (or equivalent) will be invited. All new National Teaching Fellows will also be invited to a briefing and networking event on the day of the award ceremony. The briefing and the ceremony will be held in September 2019 (date to be confirmed).

10. Reporting by NTFs

All NTFS 2019 winners are required to complete an 18-month interim and 3-year final report which identifies any ways in which the award has impacted on their practice and on their students/colleagues/institution or more widely. Advance HE will contact the award winners at the appropriate time with a request to complete the report.

Appendix 1: Nomination requirements for nominees and institutions

✓	Task
	<p>Register From 9 January 2019 onwards, a named institutional contact must register for access to Advance HE's VLE by completing a Google Form via this link to obtain a VLE Username and Password.</p>
	<p>Institutional contact checklist (downloadable from the VLE. To be submitted as a pdf file) One form per nominee should be completed and signed by the institutional contact to confirm that all documents and forms have been checked and/or submitted.</p>
	<p>Claim (downloadable from the VLE. To be submitted as a Word file) Should be written and signed by the nominee only, completed on the downloadable pro-forma, and submitted by the institutional contact.</p>
	<p>Statement of Support (downloadable from the VLE. To be submitted as a pdf file) Should be written and signed by the institution's Vice-Chancellor (or equivalent), based on the nominee's Claim and submitted by the institutional contact.</p>
	<p>Nomination Form (Online Surveys) Should be completed by the nominee using the online form in Online Surveys via this link. At the end of the form the nominee should take note of the unique reference number and give this to the institutional contact for inclusion on their overview form.</p>
	<p>Photos Three high resolution 1Mb and 300dpi (minimum) images of the nominee should be uploaded to the VLE for use on Advance HE website and in the ceremony brochure. The three photos should be different and at least one image should be portrait.</p>
	<p>Equal Opportunities Monitoring Form (online, via this link) An online Equal Opportunities Monitoring Form should be completed by the nominee. This form will be used anonymously. The institutional contact should confirm this has been completed.</p>
	<p>NTFS Payment Form for Applicants (if applicable) (downloadable from VLE) To be completed and sent to Advance HE's finance Team at finance@advance-he.ac.uk.</p>
	<p>Submission For each nominee, all documentation should be uploaded via Advance HE's VLE by Wednesday 3 April 2019 by 15:00 (BST) by the institutional contact.</p>

Appendix 2: Deadline and assessment schedule

The timetable for the submission and review process is as follows:

Date	Milestone
Wednesday 9 January	<p>Call for nominations opens</p> <p>All NTFS forms and guidelines will be released. Institutional contacts can register to receive access to Advance HE's VLE from this date.</p>
Wednesday 3 April	<p>Nominations close</p> <p>All electronic copies of nomination documents should be uploaded by 15:00 (BST). Access to the VLE for institutional contacts will close at this time.</p>
Week commencing 15 July	<p>Individual outcomes released</p> <p>Nominees and Vice-Chancellor (or equivalent) of the nominating institution will be informed of the outcome of their nomination. Please note that this information is embargoed until the official announcement in week commencing 5 August 2019.</p>
Week commencing 5 August	<p>Official announcement released</p> <p>Advance HE releases the official announcement of 2019 National Teaching Fellows (exact date to be confirmed).</p>
September	<p>Awards ceremony</p> <p>The awards ceremony will be held in September (date to be confirmed).</p>

Appendix 3: Nominee Claim form

Name:	
Institution:	
Section A: Context statement (not scored by reviewers)	
Section A word count (maximum 300 words)	<i>Enter word count for Section A here</i>
Section B: Claim against the NTFS Award Criteria (evidence against each Award Criterion 1-3 scored separately by reviewers)	
Criterion 1: Individual excellence	
Evidence of enhancing and transforming student outcomes and/or the teaching profession; demonstrating impact commensurate with the individual's context and the opportunities afforded by it.	
Word count for evidence against Criterion 1 (maximum 1500 words)	<i>Enter word count here</i>
Criterion 2: Raising the profile of excellence	
Evidence of supporting colleagues and influencing support for student learning and/or the teaching profession; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.	
Word count for evidence against Criterion 2 (maximum 1500 words)	<i>Enter word count here</i>

Criterion 3: Developing excellence

Show the nominee's commitment to and impact of ongoing professional development with regard to teaching and learning and/or learning support.

Word count for evidence against
Criterion 3 (maximum 1500 words)

Enter word count here

Section C: Reference List (not scored by reviewers)

Nominee signature*:

(*electronic signatures are
accepted)

Date:

By signing this document I confirm that:

- I have read, understood and agreed to the Advance HE Privacy Notice
- This claim is solely my own work

Appendix 4: Statement of Support form

This Statement of Support should be completed and signed by the institution's Vice-Chancellor (or equivalent). It is recommended that the nominee's Claim is read prior to composing this statement.

Name:		
Position:		
Contact Address:		
	Post Code:	
Work Telephone:		
Email:		
Name of NTF Nominee:		
This Statement of Support should:		
<ul style="list-style-type: none"> ○ endorse the validity of the nominee's Claim for outstanding impact; ○ provide an institutional context within which the nominee has been identified as having outstanding impact and outline any future plans to disseminate their practice; ○ provide confirmation of institutional support for the nominee, should they be successful, in terms of carrying out any responsibilities associated with having a National Teaching Fellowship; ○ provide any additional supporting information which might be most appropriately expressed by the Vice-Chancellor (or equivalent) rather than the nominee; 		
Word Count (Max 1,000 words):	<i>Enter word count here</i>	
Signature*: (*electronic signatures are accepted)		
Date:		
By signing this document I confirm that:		
<ul style="list-style-type: none"> ● I have read, understood and agreed to the Advance HE Privacy Notice. ● Advance HE may use this form as confirmation of my support should the nominee be awarded a National Teaching Fellowship and the institution will fully support the award holder in the conduct of any and all activities associated with the role of a National Teaching Fellow. 		

Appendix 5: NTFS 2019 scoring profiles

In allocating scores to the evidence provided within Section B of the Claim, the reviewers will consider the following:

- **Reach** - the scale of influence (department, faculty, institution, national, global).
- **Value** - benefit derived for students and staff.
- **Impact** – the difference that has been made to policy, practice and/or student outcomes.

Reviewers are provided with the **scoring profiles** below to support them in differentiating between the possible scores (0-5) to be awarded to the evidence provided in Section B of the nominee Claim.

5 Points

The **outstanding** submission provides clear evidence that the nominee meets the criterion in highly explicit and relevant ways:

- demonstrates that they have made an outstanding contribution that has had a transformative impact on student learning over a range of projects both internally and externally to the nominating institution;
- has significantly raised the profile and/or standard of learning and teaching through their work in the given context;
- demonstrates commitment to raising the status of teaching and learning in higher education;
- the evidence presented clearly demonstrates the impact of the individual on their institution and their sector on a national or international scale;
- evidence is extensive demonstrating breadth and depth of experience over a sustained period within the sector.

The evidence provided toward this criterion is fully commensurate with that expected of a National Teaching Fellow.

4 Points

The **very good** submission provides clear evidence that the nominee meets the criterion in explicit and relevant ways:

- demonstrates that they have made an excellent contribution to and significant impact on student learning across a range of projects either internally or externally to the nominating institutions;
- has clearly raised the profile and/or standard of learning and teaching through their work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in higher education.
- the evidence presented clearly demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth and depth of experience over a sustained period within the sector.

The evidence provided toward this criterion is clearly commensurate with that expected of a National Teaching Fellow.

3 Points

The **good** submission provides evidence that the nominee meets the criterion in explicit and relevant ways;

- demonstrates that they have made a good contribution to student learning;
- has raised the profile and/or standard of learning and teaching through their work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in the future.
- the evidence presented demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth or depth of experience over a period within the sector.

The evidence provided toward this criterion is commensurate with that expected of a National Teaching Fellow.

2 Points

The submission:

- demonstrates incomplete fulfilment of the criterion;
- offers some specific and relevant evidence that is, however, limited in breadth and/or depth;
- demonstrates that the nominee has to a limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education;

The evidence provided in this submission is not commensurate with the standard expected of a National Teaching Fellow.

1 Point

The submission:

- demonstrates limited fulfilment of the criterion;
- offers limited evidence that lacks depth and/or breadth;
- demonstrates that the nominee has, to a very limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education.

The evidence provided in this submission is not commensurate with the standard expected of a National Teaching Fellow.

0 Point

The submission:

- does not demonstrate fulfilment of the criterion;
- provides little or no explicit and/or relevant evidence of meeting the criterion.

The evidence provided in this submission is not commensurate with the standard expected of a National Teaching Fellow.

Appendix 6: NTFS 2019 scoring rubric

Reviewers use the scoring rubric below to 'score' each of the three parts to Section B of the nominee's Claim against each of the three NTFS award criteria (i.e. an overall maximum score of 15 from each of the three reviewers):

	5 points	4 points	3 points	2 points	1 point	0 point
Overall	The nominee provides outstanding evidence of their impact on student outcomes and the teaching profession, commensurate with their context	The nominee provides very good evidence of their impact on student outcomes and the teaching profession, commensurate with their context	The nominee provides good evidence of their impact on student outcomes and the teaching profession, commensurate with their context	The nominee provides satisfactory evidence of their impact on student outcomes and the teaching profession, commensurate with their context	The nominee provides limited evidence of their impact on student outcomes and the teaching profession, commensurate with their context	The nominee provides poor/no evidence of their impact on student outcomes and the teaching profession, commensurate with their context
Criterion 1: Individual excellence	<ul style="list-style-type: none"> + outstanding evidence of having enhanced both student outcomes and the teaching profession + fully demonstrates having a transformative impact on students and teaching 	<ul style="list-style-type: none"> + very good evidence of having enhanced both student outcomes and the teaching profession + clearly demonstrates having a transformative impact on students and teaching 	<ul style="list-style-type: none"> + good evidence of having enhanced student outcomes and the teaching profession + demonstrates having a transformative impact on students and teaching 	<ul style="list-style-type: none"> + satisfactory evidence of having enhanced student outcomes and/or the teaching profession + partially demonstrates having a transformative impact on students and/or teaching 	<ul style="list-style-type: none"> + limited evidence of having enhanced student outcomes and/or the teaching profession + rarely demonstrates having a transformative impact on students and/or teaching 	<ul style="list-style-type: none"> + poor/no evidence of having enhanced student outcomes or the teaching profession + fails to demonstrate having a transformative impact on students or teaching

	5 points	4 points	3 points	2 points	1 point	0 point
Criterion 2: Raising the profile of excellence	<ul style="list-style-type: none"> + outstanding evidence of having supported colleagues, going beyond the nominee's academic or professional role + fully demonstrates the impact of influencing support for student learning and teaching 	<ul style="list-style-type: none"> + very good evidence of having supported colleagues, going beyond the nominee's academic or professional role + clearly demonstrates the impact of influencing support for student learning and teaching 	<ul style="list-style-type: none"> + good evidence of having supported colleagues, going beyond the nominee's academic or professional role + demonstrates the impact of influencing support for student learning and teaching 	<ul style="list-style-type: none"> + satisfactory evidence of having supported colleagues, going beyond the nominee's academic or professional role + partially demonstrates the impact of influencing support for student learning and/or teaching 	<ul style="list-style-type: none"> + limited evidence of having supported colleagues, going beyond the nominee's academic or professional role + rarely demonstrates the impact of influencing support for student learning and/or teaching 	<ul style="list-style-type: none"> + poor/no evidence of having supported colleagues within or beyond the nominee's academic/professional role + fails to demonstrate the impact of influencing support for student learning or teaching
Criterion 3: Developing excellence	<ul style="list-style-type: none"> + outstanding evidence of the nominee's commitment to ongoing professional development + fully demonstrates the impact of ongoing professional development on student outcomes and teaching 	<ul style="list-style-type: none"> + very good evidence of the nominee's commitment to ongoing professional development + clearly demonstrates the impact of ongoing professional development on student outcomes and teaching 	<ul style="list-style-type: none"> + good evidence of the nominee's commitment to ongoing professional development + demonstrates the impact of ongoing professional development on student outcomes and teaching 	<ul style="list-style-type: none"> + satisfactory evidence of the nominee's commitment to ongoing professional development + partially demonstrates the impact of ongoing professional development on student outcomes and/or teaching 	<ul style="list-style-type: none"> + limited evidence of the nominee's commitment to ongoing professional development + rarely demonstrates the impact of ongoing professional development on student outcomes and/or teaching 	<ul style="list-style-type: none"> + poor/no evidence of the nominee's commitment to ongoing professional development + fails to demonstrate the impact of ongoing professional development on student outcomes or teaching

Appendix 7: NTFS 2019 privacy statement

Schedule 1: Data Protection

This schedule describes how Advance HE collects and uses personal information about you when you submit this form to us. For the purpose of data protection legislation Data Protection Act 2018 (c. 12) (the “DPA”) Advance HE is the “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this schedule. Advance HE is a company limited by guarantee incorporated in England and Wales under company number 4931031, and registered as a charity in England under charity number 1101607 and in Scotland under charity number SC043946, with its registered office at Innovation Way, York Science Park, York YO10 5BR. We can also be contacted at data.protection@advance-he.ac.uk or 01904 717500.

How we will protect your personal information

We are committed to holding your personal information provided in this form securely.

Where personal information is held electronically, it is held on a computer system that is owned and controlled by Advance HE or such other third party appointed by Advance HE.

To effectively administer the NTF scheme, Advance HE stores the details supplied on this form, and the nomination documentation, in both paper and electronic format. Paper copies are held locally by Advance HE at its offices or securely by our staff or contractors. Sometimes this will make electronic copies of paper documents or type up information from them. These documents or information are then stored on our computer system.

The nomination process is via the Advance HE’s VLE system. All the information that you provide to us will be transmitted to and stored on our secure servers or the servers of such other third party who we may appoint from time to time to host the VLE and/or to store information.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for (see “What we use the information contained in this form for” below).

Successful NTFs: Advance HE will store and process your personal information for the length of time that you are a National Teaching Fellow.

Non-successful NTFs: To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Advance HE will ensure that our suppliers and selected third parties with whom we share your personal information in accordance with this schedule will delete your personal information when they no longer require it.

What we use the information contained in this form for

The situations in which we will process your personal information are listed below:

- For communicating with you about your nomination;
- Administration purposes including establishing, amending, closing or renewing user accounts for the VLE;

-
- Evaluating and analysing the information provided by you in your forms;
 - To deal with any queries or complaints in relation to your application for the National Teaching Fellowship Scheme;
 - Generating reports for internal use by us, our staff and the UK Teaching Excellence Awards Advisory panel in relation to your nomination;

Our lawful basis for these activities is necessity to perform our contract with you (as we commit to you to review and process your nomination).

- Appointing third party service providers to use your personal data for our purposes (not the purposes of the third party) on our behalf, under our instruction such as support services for use of the VLE, to external peer reviewers as well as to members of the panel as part of the assessment process, to third parties assisting Advance HE to inform future review processes and evaluation activities;
- Keeping in touch with you to send you details about service information, our products and services, surveys, newsletters, events, courses, seminars and workshops.

Our lawful basis for these activities is the pursuit of our legitimate interests to engage external support to deliver the National Teaching Fellowship Scheme and to raise our profile within the teaching community.

- Where we wish to use data for other purposes, we may anonymise your information so that it cannot be linked to you. In that case, it will cease to be personal data and we may use the anonymised data for any purpose.

Who else we may pass on your information to

We may pass your information on to the following third parties and/or internal teams or departments at Advance HE and for the following purposes:

- Your employer for the purposes of networking and professional development;
- Our suppliers who provide services on our behalf such as IT providers who own, manage or provide support for our computers or systems we use and our suppliers who provide the VLE or other software;
- Our staff or individuals that we appoint to review your nomination and other information that you provide in your nomination documentation;
- Partner organisations we may use to deliver the National Teaching Fellowship Scheme and the award ceremony.

We may sometimes be obliged to disclose your personal information by law such as by a regulator with appropriate power, or court order. In addition, information held by or for public bodies can be subject to freedom of information requests.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

-
- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
 - **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
 - **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
 - **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
 - **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
 - **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Teaching Excellence Awards Team in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You have the right to complain to the Information Commissioner (<http://www.ico.gov.uk/>) if you have any concerns in respect of the handling of your personal information by Advance HE.



Contact us

+44 (0) 3300 416201

ntfs@advance-he.ac.uk

www.advance-he.ac.uk

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1_img.jpg\) in \[!\\[\\]\\(e06a1d39938b2f5d7a2c3618fea4f77f_img.jpg\\) @AdvanceHE\]\(#\)](#)

© 2018 Advance HE. All rights reserved.

The views expressed in this publication are those of the author and not necessarily those of Advance HE. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any storage and retrieval system without the written permission of the copyright owner. Such permission will normally be granted for non-commercial, educational purposes provided that due acknowledgement is given.

To request copies of this report in large print or in a different format, please contact the Marketing and Communications Team at Advance HE:
+44 (0) 3300 416201 or ntfs@advance-he.ac.uk

Advance HE is a company limited by guarantee registered in England and Wales no. 04931031. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946. Advance HE words and logo should not be used without our permission. VAT registered no. GB 152 1219 50.