

UNIVERSITY OF KWAZULU-NATAL
DISTINGUISHED TEACHERS' AWARDS POLICY
ref 2008/xx¹

Custodian:	University Teaching & Learning Office		
Policy first approved:		Date:	August 2006
Policy effective date:		Date:	August 2006
Policy review structure & date:	Teaching & Learning Strategy Group	Date:	2016
Implementation responsibility:	DVC: Teaching & Learning		
Revision recommended by: <small>Senate or Council committee</small>	SENATE	Date:	6 August 2008
Revised policy approved by:	COUNCIL	Date:	22 August 2008
Implementation procedures approved by: Amended Amended	SENATE	Date:	6 August 2008 11 March 2009 22 February 2012

A: Policy statement

1. Purpose statement

The purpose of the Distinguished Teachers' Award policy is to recognise and reward outstanding teaching.

2. Introduction and background

The University sees teaching and research as its two main functions, closely aligned with serving the community. Prestigious annual awards for academics excelling in the field of research have been established. It is fitting that similarly prestigious awards are also available for academics who have a distinguished record of excellence in the field of teaching, a field of endeavour which has tended to receive less public acknowledgement. Such awards will clearly be in line with the Vision, Mission and Goals of the University of KwaZulu-Natal, and with the UKZN Strategic Plan.

3. Definition of terms

The concept of teaching is understood broadly as encompassing all aspects of the educational process involving the interface between teaching and learning. An application may be based on excellence in contact or distance modes, in undergraduate or postgraduate education, in the supervision of higher degrees, and/or in community or external service in the field of education.

¹ Completed by Registrar's Office on approval

4. Objectives of the Policy

The Distinguished Teachers Awards will suitably acknowledge and value the commitment of staff who, in prioritizing teaching in the exercise of their duties, have excelled.

5. Scope of the Policy

Either individuals or groups taking joint responsibility for course development and delivery are eligible for nomination.

A recipient of a Distinguished Teachers' award is not eligible for a further award until a five-year period has elapsed from the date of the previous award.

Should there be numerous worthy candidates, Certificates of Excellence in Teaching, carrying no purse, may also be awarded.

6. The Policy

Four Distinguished Teachers' Awards will be awarded annually in recognition of distinguished contributions to the teaching/learning process at the University. Four awards are made University-wide, and each award carries a significant monetary purse. The award may be used for academic purposes, particularly for the improvement of teaching/learning processes.

The Distinguished Teachers' Award requires candidates not only to be excellent and sympathetic teachers demonstrating successful and effective learning outcomes, but to have made a sustained contribution to teaching and learning beyond fulfilling their teaching duties excellently. Thus the following will be considered to support an application for the Award:

- A record of excellence in the practice of teaching, learning and assessment as defined in the academic promotions criteria;
- A demonstrated contribution to the innovation of teaching practice within the candidate's own teaching;
- A demonstrated contribution to the improvement of teaching and learning practices within the candidate's discipline or school;
- A demonstrated contribution to curriculum development in the discipline;
- Demonstrated reflection on practice translated into the scholarship of teaching through publications, presentations or other public means of dissemination.

In general, excellence is assessed in terms of the sustained contribution of the nominee to the achievement of the goals of the University of KwaZulu-Natal through his/her teaching. In this regard the selection committee will look for evidence of the following:-

- Evidence that the teaching philosophy is put into practice;
- Teaching outcomes that confirm excellence, e.g. student results, positive student experiences and evaluations;
- Evidence of reflection on teaching practice, and appropriate responses to evaluation;
- Innovation and creativity;
- Productive relationships and interactions with students;
- Research and scholarship which build the theoretical base of teaching and learning.

B: Procedures and guidelines for implementation

Clearly outline the procedures to be followed in implementing this policy including as applicable:

- who is responsible for implementing, or monitoring the implementation of, the policy
- the steps involved and approvals required
- timeframes
- documents to be completed (as annexures)

1. The nomination and submission procedure

Call for nominations:

Nominations for the awards are requested by University-wide notice by the DVC: Teaching & Learning.

Nomination Procedure:

Candidates are nominated for the Award; each such nomination must be seconded by a further three members of staff or registered students. Nominations should be submitted, on the official nomination form (Annexure 1), to the DVC: Teaching & Learning, by the closing date. Nominees are required to submit a teaching portfolio by the date specified for submission, which will generally be one to two months after nomination. Any other information regarding the candidate's achievements in respect of his/her teaching function may also be supplied.

Eligibility to nominate:

Members of the academic staff and registered students of the University of KwaZulu-Natal, registered on the campus on which the prospective candidate does the major part of his/her teaching, will be eligible to nominate and to second candidates for the awards. In addition, Schools and Colleges may nominate for the award candidates who have submitted teaching portfolios for promotion purposes.

Eligibility of Nominees

All permanent members of the academic staff and new members, who will have completed their probationary period by the closing date for nominations as advertised for that particular year, are eligible to be nominated. Academic staff appointed on a long fixed term contract basis who have completed at least two years by the closing date for nominations as advertised for that particular year, and expect to be in the employment of the University for an additional year from that date, are eligible to be nominated. Nominees should have had sufficient time to have developed a teaching track record within the University and be a member of the University staff when the award is made at graduation.

The Submission:

Nomination forms must be submitted by the due date; and the Teaching Portfolio of the nominee must be lodged with the DVC: Teaching & Learning, by the due date.

The educational contributions of nominees will be evaluated on the basis of a Teaching Portfolio submitted by the nominee. This portfolio should be confined to a maximum of one lever arch file, with the evidence for each statement in the introductory document indexed clearly.

The portfolio should, in following the guidelines for compilation of teaching portfolios as stipulated in the University Academic Staff Promotions Policy, for staff selecting teaching as the main area of evaluation, include the following:

- Details of the nominee's major accomplishments in the area of teaching/learning. The extent of the nominee's contribution should be specified and other contributions acknowledged.
- Details of the nominee's educational philosophy, teaching approaches, curricula courses, learning materials, etc.
- Student performance, perceptions and experiences of the nominee's teaching over a period of time, using appropriate evaluation methods, such as questionnaires.
- CV in the format as per the promotions policy

Award-winning portfolios will be placed on display in the University Library on each campus. Information about compiling teaching portfolios will be made available to staff by QPA consultants.

2. The selection procedure

Selection Committee

The Selection Committee will have the following membership, who should be selected on the basis of their lengthy experience and expertise in Higher Education teaching:

- Deputy Vice-Chancellor : Teaching and Learning (Chair)
- Deputy Vice-Chancellors and Heads of College : Two representatives
- One Dean from each of the four Colleges, who may be a College Dean or Dean & Head of School
- Director of Quality Promotion and Assurance (or nominee)
- Two representatives of the Central SRC

Portfolio review

The Selection Committee will meet initially to give preliminary consideration to the submitted portfolios.

The Teaching Portfolios of the nominees will be allocated equally between the members of the selection committee, with each portfolio being reviewed in depth by at least two members of the committee, using the attached review form (Annexure 2). A review schedule will be prepared to ensure that the Teaching Portfolios are all reviewed before the next Committee meeting.

At a second Selection Committee meeting, the Teaching Portfolio reviews will be discussed and recommendations for the Awards will be made.

Where it is deemed necessary, the selection committee may request an appropriate Dean and Head of School or an Academic Leader to evaluate submitted portfolios to assist the committee in its assessment of the achievement of the candidate in terms of the teaching in his/her discipline. The Selection Committee may also give consideration to the desirability of peer assessment of actual classroom teaching.

The recommendations of the Selection committee will serve before the last meeting in the calendar year of the Senior Awards Committee, which has the responsibility of making the award. The Selection Committee may limit the number of awards in any one year if there are insufficient applications of suitable distinction.

Feedback

Feedback on an unsuccessful application may be solicited from the respective Dean.

3. The award procedure

The Committee Officer serving the Senior Awards Committee will inform the DVC: Teaching & Learning, who will action the decision before the end of the calendar year. The Distinguished Teachers' Awards will be formally presented at the Graduation ceremonies of the subsequent year.

The Distinguished Teachers' Awards shall be formally announced by the relevant Deputy Vice-Chancellor at the appropriate graduation ceremony and the awardees shall be presented with a certificate by the Vice-Chancellor. The relevant Dean who represented the College in the selection committee will be requested by the DVC: Teaching & Learning to write a citation (200/250 words) and will be provided with the CVs of the awardee(s) and the comments of the selection committee. The citation will appear in the graduation programme.

4. Timeframes

Call for nominations	end July
Closing date for submission of nominations	end August
Closing date for submission of teaching portfolios	end September
1 st meeting of selection committee	end September
Committee recommendations	end October
Senior Awards committee	end November
Recipients notified	mid December

DISTINGUISHED TEACHERS AWARD

NOMINATION FORM

INDIVIDUAL / GROUP NOMINATION (circle applicable)

1. Name of Nominee (Please Print): _____

Staff Number: _____ **College:** _____

School: _____ **Ext:** _____

Email: _____ **Cell Number:** _____

Signature of Nominee: _____

2. Name of Nominator (Please Print): _____

Student/Staff Number: _____ **College:** _____

School: _____ **College:** _____

Signature of Nominator: _____

3. Seconders (Must be completed)

	Name of Seconder	Student/Staff Number	School / College	Signature
i				
ii				
iii				

Send Nominations to by <insert date>

For Attention: Deputy Vice-Chancellor: Teaching and Learning, University Teaching and Learning Office, 2nd Floor, Francis Stock Building, Howard College Campus **alternatively,** **fax:** 031 2603360

***NOTE:** For the nomination of a group, separate forms should be filled for each member of the group and signed by the same nominator and seconders

DISTINGUISHED TEACHERS' AWARDS

REVIEW FORM

INDIVIDUAL / GROUP NOMINATION (circle applicable)

Name of candidate(s):

Rank:

College and School:

Assess and describe key area(s) of excellence (with evidence) for which recognition may be given for distinguished contribution

Area of excellence/ distinction/ innovation	<i>Qualification/ Level of study:</i> UG/PG	Comments
Curriculum or module development		
Teaching strategies or methods		
Educational media and/or learning material		
Assessment of student learning		
<i>Productive student-staff relationships evident in positive student experiences, results and evaluations</i>		
Supervision of research		
<i>Scholarship of teaching or special recognition of teaching</i>		
Community or external service in education		
<i>Any other area indicated in the DTA policy and procedures</i>		

Name of Reviewer:

Date:

UKZN Distinguished Teachers

2011

Professor B Martincigh, College of Agriculture, Engineering and Science
Dr N Amin, College of Humanities

2010

Professor F Suleman, College of Health Sciences
Dr H Watson, College of Agriculture, Engineering and Science
Mr M Tufts, College of Health Sciences

2009

Professor D Jaganyi, College of Agriculture, Engineering and Science
Dr S Francis, College of Humanities
Ms K Frizelle, College of Humanities
Ms H Matisonn, College of Humanities

2008

Professor TE Madiba, College of Health Sciences
Professor K Pillay, College of Law and Management Studies
Dr F Balladon, College of Humanities
Dr RWE Joubert, College of Health Sciences

2007

Professor P Caldwell, College of Agriculture, Engineering and Science
Professor JM Lamb, College of Agriculture, Engineering and Science
Professor H Tappe, College of Humanities
Dr B Bengu
Dr B Brysiewizs } College of Health Sciences (Joint Award)
Dr B Ncama

2006

Professor M Green, College of Humanities
Professor T Hill, College of Agriculture, Engineering and Science
Professor D North, College of Agriculture, Engineering and Science
Dr Sally Hobden, College of Humanities

*2003

Dr D J Spurrett, College of Humanities
Ms L A Greenbaum, College of Law and Management Studies

*2002

Professor JA Clarence-Fincham, College of Humanities
Dr JM Arnott, College of Humanities
Dr P Hobden, College of Humanities
Mrs SL Hendriks, College of Agriculture, Engineering and Science

*2001

Professor L McDermott, College of Humanities
Dr V Chrystal, College of Health Sciences
Dr M Hamer, College of Agriculture, Engineering and Science
Dr M Low, College of Agriculture, Engineering and Science

***2000**

Professor CJ Basson, College of Humanities
Mr RH Louw, College of Law and Management Studies

***1998**

Professor A Amory, College of Agriculture, Engineering and Science
Professor M Green, College of Humanities
Professor TA Nuttall, College of Humanities
Dr N Geslin, College of Humanities
Dr H Hughes, College of Humanities

***1997**

Professor EGJ Akhurst, College of Agriculture, Engineering and Science
Ms J Bradbury, College of Humanities

***1996**

Professor M Laing, College of Agriculture, Engineering and Science
Professor RB Lawrence, College of Humanities
Professor DG Schuster, College of Agriculture, Engineering and Science
Professor GC Solarsh, College of Health Sciences
Dr K Naidoo, College of Health Sciences

***1995**

Professor GR Davies, College of Agriculture, Engineering and Science
Professor ROsborne, College of Agriculture, Engineering and Science
Professor AJ Rycroft, College of Law and Management Studies

*Awards between 1995 and 2003 made by the University of Natal