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**LEARNING & TEACHING AND STUDENT EXPERIENCE AWARDS 2023-24**

## Introduction

Since the mid-1990s, the University has been recognising the importance of excellence in learning and teaching in providing a high quality experience for its students through the annual Learning & Teaching and Student Experience (LTSE) Awards scheme. The process for identifying award winners has been managed within each Faculty since 2013 and this document outlines the full process for the Awards.

## 2. Criteria

Nominations for the Award should be made to recognise, value and reward staff for work undertaken in the academic year 2022-2023, or previous, that:

* Demonstrates positive impact on learning and teaching / student experience activities.

## 3. Who is the scheme aimed at?

The award scheme is open to all staff (academic and professional services), from early career staff to experienced staff. Nominations should relate to the activity of an individual or group of staff.

## 4. What activities are involved?

Examples of the activities that might contribute towards an award are shown below. These should have been undertaken in the academic year 2022-2023 or previous. These should be linked to the University Education Strategy and / or the Liverpool Curriculum Framework and must have, as the focus of the activity, enhancement of the quality of the Liverpool student experience in programmes run under the auspices of The University of Liverpool.

Providing excellent learning opportunities

* Co- and extra-curricular learning activities
* Promoting global citizenry
* Embedding employability skills into curricula
* Engagement with the Liverpool Civic Region

Innovation in teaching and assessment

* Innovative module design and delivery
* Innovative programme design and delivery
* Innovative hybrid/digital practice
* Innovative assessment design
* New approaches to developmental assessment feedback

Creating a supportive environment

* Academic and non-academic support schemes
* Mentoring/Peer Assisted Study schemes
* Health & Wellbeing Framework activity

Developing life skills and capabilities

* Co- and extra-curricular learning activities
* Activities to facilitate skills development, e.g:
* Digital fluency
* Research
* Interdisciplinarity
* Employability
* Entrepreneurship
* Lifelong learning
* Valuing inclusivity & diversity
* Sustainability
* Outreach activities to promote understanding of HE
* Learning and study skills support

## 5. Which criteria will be used to judge the nomination?

The nominations will be judged on evidence of the following:

1. The impact the activity has achieved within the context of the activity at module, programme, department/school, Faculty or University level or externally.

*What positive influence or change has the practice, activity or initiative made?*

This could include (but is not limited to) the difference that has been made to policy, practice and/or student outcomes as a result of the activity. The focus here is on evidence of positive change having taken place - it is important to show how the activities described have changed teaching practice and/or learning/success outcomes.

Examples of evidence could include (but are not limited to): student evaluations / short case studies of those who have benefited from the activity etc.

1. Contribution to scholarship and the advancement of educational practice.

*How has the practice, activity or initiative been measured or evaluated? What is the underpinning pedagogic literature that supports the practice, activity or initiative? Have the outcomes of the practice, activity or initiative been disseminated or what are the plans to disseminate the outcome?*

This could include (but is not limited to) detailing ways that the applicant/s are evaluating and reflecting on their practice with a view to enhancing future practice and sharing the innovation with others.

Examples of evidence could include (but are not limited to): citing the pedagogic scholarship that underpins and informs the practice / details of how the activity has been measured or evaluated / details of how the outcomes of the activity have been disseminated so far and an outline of future plans for this (including any publications or conference presentations emerging from your scholarship relating to this activity) etc.

1. Transferability or potential transferability of the activity to another context.

*Could the practice, activity or initiative be used in a different context? Have you supported others to employ your innovative practice in their context? Are there any plans for colleagues in different contexts to employ your practice, activity or initiative?*

This could include (but is not limited to) evidence detailing how colleagues from different departments or schools plan to employ your practice, activity or initiative, whilst still maintaining local flexibility in how it is played out in contexts of varying size and complexity.

Examples of evidence could include (but are not limited to): details of how the activity could be used in another area / details of plans from different departments or schools to implement your practice / details of how you have supported others to employ your innovative practice in their context etc.

*Evidence in all categories can be qualitative or quantitative and may be formal and/or informal. Evidence is key to all successful applications, so applicants are advised to develop this before applying for an award.*

## 6. Who can support a nomination?

* 1. Heads of department/school or other line managers, either as an outcome of professional development review or independently of this process
	2. A peer or peers, subject-level committees or other groups, including in collaboration with students (via a staff-student committee or other student groups).

## 7. Nomination process

Nominations are invited from individual or groups of staff who consider they can demonstrate a positive impact on learning and teaching / student experience activities during the 2022-2023, or previous, academic year/s. Nominations should be submitted to the Faculty contact below by the declared deadline.

Sustained excellence in the delivery of learning and teaching falls outside the remit of the awards, but are captured within other reward frameworks within the Institution either through (i) the Guild Awards, (ii) the Staff Awards and/or (iii) annual review process.

Nominations for the LTSE awards must be made on the form found in Appendix A and include both:

* A statement from the nominee(s), providing an overview of the practice for which they have been nominated which clearly addresses the criteria.
* A statement from the staff and/or students proposing the nominee(s), providing a rationale for the nomination.

The deadline for nominations will be notified by each Faculty.

Nominations should be submitted to the relevant Officer for each Faculty, as follows:

Faculty of Health & Life Sciences: Anita Summers

A.Summers@liverpool.ac.uk

Faculty of Science & Engineering: Student Experience Team SciEng-SEE@liverpool.ac.uk

Faculty of Humanities and Social Sciences: Emily Wheeler

hssenq@liverpool.ac.uk

For further information on the Learning and Teaching Award process please refer to the Faculty Learning and Teaching Award Champions, these are:

Faculty of Health & Life Sciences: Prof Luke Dawson (Dentistry) ldawson@liverpool.ac.uk

 Dr Gemma Wattret (Life Sciences)

 glc@liverpool.ac.uk

Faculty of Science and Engineering: Dr James Gaynor (Chemistry)

jwgaynor@liverpool.ac.uk

Faculty of Humanities and Social Sciences: Dr Freya Jarman

F.Jarman@liverpool.ac.uk

## 8. Consideration of nominations

Within each Faculty an awards panel will be established to consider the nominations received which would normally comprise the following representatives:

* Associate Pro-Vice-Chancellor (Chair)
* Dean of each School/Institute within the Faculty (or nominee)
* An academic representative from each of the other Faculties, nominated by the relevant APVC.
* A representative from The Academy
* A representative from The Centre for Innovation in Education
* Student representative/s
* Member of Faculty Professional Services staff (Secretary)

The awards panel will meet initially to consider all written nominations received from within the Faculty. From the submissions considered the awards panel will agree a shortlist of no more than eight nominations, each of whom will receive a Faculty Learning & Teaching and Student Experience Award.

The Faculty award winners will then be invited to attend a showcase event with the awards panel to deliver a short presentation on their work and make the case for receiving a Sir Alastair Pilkington Award for Teaching Excellence from the University.

The Faculty will be encouraged to invite other staff and students to the showcase event in order to use the opportunity to share good practice, though the decision on the University award winner will remain with the awards panel.

The Chair of the Faculty awards panel, with support from the Secretary, will be responsible for informing all nominees and proposers of the outcome of the awards process.

## 9. Timing of the Awards Scheme

Nominations should be received by the Faculty in enough time to ensure there is suitable time for consideration of the nominations and presentation process.

The Faculty should ensure that the awards process is concluded no later than **Friday 26th April 2024**, to ensure that suitable preparations can be made for award winners to be invited to the graduation ceremonies and to present at the University’s Learning and Teaching Conference.

## 10. Awards

Faculty Award winners will each receive a certificate and a prize of £500 to be spent on learning, teaching and/or student enhancement activities during the following academic year. Faculty awards will be presented to the winners at relevant graduation ceremonies.

A list of award winners will also be noted by the Faculty Education Committee.

Winners of the University Sir Alastair Pilkington Awards for Teaching Excellence will each receive an additional £1000 to be spent on learning, teaching and/or student experience activities during the following academic year. The Sir Alastair Pilkington Awards for Teaching Excellence will be presented at the annual Staff Awards ceremony and will be invited to attend the relevant graduation ceremony.

A list of the winners of the Sir Alastair Pilkington Awards for Teaching Excellence will be noted by the University Education Committee.

As a condition of accepting their Sir Alastair Pilkington Award, all winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference.

## Appendix A

### LTSE Awards – Individual Nomination Form

|  |  |  |
| --- | --- | --- |
| **Name** | **Department/School** | **Staff number**  |
| **Role/Position** |  |  |
| **Tel: Email:** |

### Section One: Statement by nominee

***Please ensure this section of the form is completed by the nominee***

|  |
| --- |
| **Title of the Project:** |
| **To which of the following areas of activity is the application related?** |
| Providing excellent curricula Innovation in teaching and assessment Creating a supportive learning environment Developing life skills and capabilities Other (please state) |  |

|  |
| --- |
| **The combined wordcount for Part 1, 2, 3 & 4 below should be no more than 700 words.** Evidence in all categories can be qualitative or quantitative and may be formal and/or informal. Evidence is key to all successful applications, so applicants are advised to develop this before applying for an award. |
| **Part 1:Context** *Please provide a brief description of the practice, activity or initiative for which the nomination has been made, indicating what is distinctive about it.*  |
| **Part 2: The impact the activity has achieved within the context of the activity at module, programme, department/school, Faculty or University level or externally.** |
| **Part 3: Contribution to scholarship and the advancement of educational practice.** |
| **Part 4: Transferability or potential transferability of the activity to another context.** |
| Nominees should note that, as a condition of accepting the University Sir Alastair Pilkington Learning and Teaching Award, winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference. |
| **Signed: Date:** |

### Section Two: Supporting statement

***Please ensure this section of the form is completed by the nominator***

|  |
| --- |
| **Nominated by:****Head of Department** **or Line Manager****Academic peer(s)** **Staff Student Liaison Committee** |
| **Nominator (s)**  | Please indicate the value of the practice, activity or initiative for which this nomination has been made and highlight the particular aspects which you believe warrant recognition by the University **(approx.100 words)** |
|  |
| **Head of School/Department or****Designated Representative**  | I confirm that the above person has my support to apply for a Learning & Teaching and Student Experience Award**Signed: Date:** |

## Appendix B

### LTSE Awards – Team Nomination Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Department/****School** | **Staff number** |
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### Section One: Statement by nominee

***Please ensure this section of the form is completed by the nominees***

|  |
| --- |
| **To which of the following areas of activity is your application related:** |
| Providing excellent curricula Innovation in teaching and assessment Creating a supportive learning environment Developing life skills and capabilities Other (please state) |  |
| **Title of the Project:** |
| **The total wordcount for Part 1, 2, 3 & 4 below should be no more than 700 words.** Evidence in all categories can be qualitative or quantitative and may be formal and/or informal. Evidence is key to all successful applications, so applicants are advised to develop this before applying for an award. |
| **Part 1:Context** *Please provide a brief description of the practice, activity or initiative for which the nomination has been made indicating what is distinctive about it.*  |
| **Part 2: The impact the activity has achieved within the context of the activity at module, programme, department/school, Faculty or University level or externally.** |
| **Part 3: Contribution to scholarship and the advancement of educational practice.** |
| **Part 4: Transferability or potential transferability of the activity to another context.** |
| Nominees should note that, as a condition of accepting the University Sir Alastair Pilkington Learning and Teaching Award, winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference. |
| **Signed: Date:** |

### Section Two: Supporting statement

***Please ensure this section of the form is completed by the nominator***

|  |
| --- |
| **Nominated by:****Head of Department/School** **or Line Manager****Academic peer(s)** **Staff Student Liaison Committee** |
| **Nominator (s)**  | Please indicate the value of the practice, activity or initiative for which this nomination has been made and highlight the particular aspects which you believe warrant recognition by the University **(approx.100 words)** |
|  |
| **Head of School/Department or****Designated Representative**  | I confirm that the above team has my support to apply for a Learning & Teaching and Student Experience Award**Signed: Dated:** |