Higher Education Academy National Teaching Fellowship Award Scheme
2020 Lancaster University Guidance

Each year Lancaster supports up to three colleagues to submit applications for the National Teaching Fellowship Scheme (NTFS). The NTF scheme aims to raise the profile of learning and teaching, recognise and celebrate individuals who make an outstanding impact on the student learning experience, and provide a national focus for institutional teaching and learning excellence schemes.

There are no categories of nomination and no minimum experience requirements. The Scheme encourages nominations from individuals who hold any level of HEA Fellowship at any stage of their career and fulfilling any role in the institution.

The National Teaching Fellowship Awards is a competitive national scheme. Fifty five awards were made in 2019, with the expectation of a similar number in 2020.

Stage 1: Selection of Lancaster University NTFS candidates

The University invites potential NTFS candidates to submit expressions of interest via: Susan Armitage.

Nominees will be required to prepare and submit the following documentation:

1. **3,500 word draft of NTFS submission** (using the stage 1 application form)
   This is a first draft of your submission, and should clearly demonstrate, with supporting examples/evidence, how you meet each of the 3 criteria (overleaf). The document should avoid presenting a career history or simply listing a set of assertions.
   A number of documents provided by the HEA and others in supporting your development of your thinking and writing for your claim are available at the bottom of this webpage.

2. **A short curriculum vitae** (max 1,000 words)
   This should present relevant aspects of your record in support of your nomination proposal. It is helpful to the selection panel if this abridged CV focuses on evidence of the impact of your teaching excellence – for instance projects & grants gained, conference presentations & publications, engagement with relevant professional networks etc.

In preparing your claim, you are encouraged to review the profiles of recent NTFS award winners.

All nominees should submit an electronic copy of their draft to the Lancaster selection panel by Monday 25th November 2019 via BOX – a submission link will be provided.

An internal selection panel will review the proposals and identify a short-list for nomination. The panel includes representatives from Associate Deans for Teaching, previous NTFS winners, and is supported by Organisation & Educational Development. Up to three colleagues may be put forward from the Institution. Successful nominees will be contacted as soon as possible after the selection panel has met.

Stage 2: Preparation and submission of full NTFS application

NTFS applications will be judged rigorously by a National panel and evaluated on the strength of evidence in meeting the set criteria. Lancaster NTFS nominees will be asked to submit the items below, in line with HEA formatting guidance, by Monday 2nd March 2020:

- Claim for NT Fellowship: a statement of how the individual demonstrates excellence relevant to each of the three headline individual award criteria (maximum 3,500 words)
- Personal profile (350 word) and at least three high quality photographs

You may receive further feedback from the panel on this final version.

The completed final claim and supporting documentation for NTFS is submitted by the institution to Advance HE on Wednesday 18th March 2020. Nominations are also accompanied by a signed Institutional Statement of Support from the ProVC Education.

Support from OED is available to Lancaster nominees throughout the process.
Successful applicants will
• Be included in publicity generated by Advance HE
• Be granted the status HEA National Teaching Fellow
• Be invited to attend a black-tie award ceremony in Central London

Award Criteria
All nominees at any stage (Lancaster selection panel and at the national stage) will be assessed on evidence provided in the core nomination documents in relation to each of the three selection criteria listed below. Please note that:

a) Nominees should address and make a claim against each criterion.
b) Each of the three criteria below will be given equal consideration.
c) It is the intention of the Scheme to recognise impact and engagement beyond a nominee’s immediate academic or professional role (at institutional and sector level).

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.

For example 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; 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.

Criterion 2
Raising the profile of excellence: evidence of supporting colleagues and influencing support for student learning in (and, if appropriate, beyond) the nominee’s institution, through demonstrating impact and engagement beyond the nominee’s immediate academic or professional role.

For example by evidencing 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.

Criterion 3
Developing excellence: the nominee’s commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

For example by: ongoing review and enhancement of individual practice, engaging in professional development activities which enhance the nominees expertise in teaching and learning support; specific contributions to enable significant improvements in the students' outcomes and/or experience.

Further guidance on the process will be made available on the Advance HE website.

Timeline for NTFS process
1. As soon as possible - submit expressions of interest via: Susan Armitage
2. Monday 25th November 2019
   Stage 1 documentation to be submitted via BOX (a link will be sent to those who have expressed interest)
   i. 3,500 word draft of NTFS submission (using the stage 1 application form)
   ii. A short curriculum vitae (max 1,000 words)
3. Week commencing 2nd December 2019 panel meets and nominees advised of outcome
4. Monday 2nd March 2020 (for those successful at Stage 1) Stage 2 documentation submitted via BOX
5. Wednesday 18th March 2020 – all nominee documentation uploaded to Advance HE
6. Mid-June – nominees advised of outcome
7. Sept/October – successful nominees attend an award ceremony