A: Policy statement

1. Purpose

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

2. Introduction and background

The University recognises teaching and research as her two main functions, closely followed by knowledge transfer partnerships. It is important that prestigious awards are made 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 Makerere University (Mak), and with the Mak Strategic Plan.

3. Definition of Distinguished Teaching

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.

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. A record of excellence in the practice of teaching, learning and assessment as per the academic promotions criteria;
b. A demonstrated contribution to the innovation of teaching practice within the candidate’s own teaching;

c. A demonstrated contribution to the improvement of teaching and learning practices within the candidate’s discipline or school;

d. A demonstrated contribution to curriculum development in the discipline;

e. 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 Mak through his/her teaching. In this regard the selection committee will look for evidence of the following:

i. Evidence that the teaching philosophy is put into practice;

ii. Teaching outcomes that confirm excellence, e.g. student results and performance, positive student experiences and evaluations;

iii. Evidence of reflection on teaching practice, and appropriate responses to evaluation;

iv. Innovation and creativity;

v. Productive relationships and interactions with students;

vi. Research and scholarship which build the theoretical base of teaching and learning.

B: Procedures and guidelines for implementation

1. The nomination and submission procedure

Call for nominations:
Nominations for the awards are requested by University-wide notice by the DVC (Academic Affairs)

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(AA), 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 Mak, 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, College Promotions Committees may nominate for the award candidates who have submitted teaching portfolios for promotion purposes.

The Submission:
Nomination forms must be submitted by the due date; and the Teaching Portfolio of the nominee must be lodged with the DVC(AA), 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 Promotions Policy, and Procedures and Guidelines for staff selecting teaching as the main area of evaluation, include the following:

i. 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.

ii. Details of the nominee’s educational philosophy, teaching approaches, curricula courses, learning materials, etc.

iii. Student performance, perceptions and experiences of the nominee’s teaching over a period of time, using appropriate evaluation methods, such as questionnaires.

iv. CV in the format as per the Academic Promotions Policy, and Procedures and Guidelines

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 on the University Intranet.

2. The selection procedure

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

i. Deputy Vice-Chancellor (AA): (Chair)

ii. Principals of College : Two representatives

iii. One representative University Academic Affairs and Policy Committee

iv. One Dean from each of the Colleges

v. One representative of the Quality Assurance Committee

vi. Two representatives of the Students Guild

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 an agreed format. 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 or Head of Department 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 Clerk serving the Senior Awards Committee will inform the DVC(AA), 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 Deputy Vice-Chancellor(AA) at the appropriate graduation ceremony and the awardees shall be presented with a certificate by the Chancellor. The Dean of the relevant Faculty will be requested by the DVC(AA) 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

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Call for nominations</td>
<td>end July</td>
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<tr>
<td>Closing date for submission of nominations</td>
<td>end August</td>
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<tr>
<td>Closing date for submission of teaching portfolios</td>
<td>end September</td>
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<td>1st meeting of selection committee</td>
<td>end September</td>
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<tr>
<td>Committee recommendations</td>
<td>end October</td>
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<tr>
<td>Senior Awards committee</td>
<td>end November</td>
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<td>Recipients notified</td>
<td>mid December</td>
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DISTINGUISHED TEACHERS AWARD
NOMINATION FORM
INDIVIDUAL OR GROUP NOMINATION

1. NAME OF NOMINEE (Please print): ______________________________________
   Staff number: _______________________________________________________
   Department: _______________________________________________________
   School : _______________________________________________________
   College: _______________________________________________________
   Signature of Nominee : _____________________________

2. NAME, SCHOOL AND STAFF/STUDENT NUMBER OF NOMINATOR (Please print):
   ___________________________________________________________________
   Signature of Nominator: _____________________________

3. NAME, SCHOOL AND STAFF/STUDENT NUMBER OF SECONDER (Please print):
   i) _____________________________________________________________________
      Signature: __________________________
   ii) _____________________________________________________________________
      Signature: __________________________
   iii) ______________________________________________________________
       Signature: __________________________

Send nominations to: Deputy Vice-Chancellor (Academic Affairs), Level 6 Senate Building, Makerere University Main Campus OR email to dvc@acadreg.mak.ac.ug. Acknowledgements will be sent to all staff who are nominated.

• 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