

FACULTY OF ECONOMICS AND COMMERCE
DEAN'S AWARD FOR EXCELLENCE IN TUTORING

The Award

On the recommendation of a selection panel the Dean will make one award of \$1000 to a tutor in the Faculty who has demonstrated excellence in teaching practice. In addition, Dean's Certificates for Tutoring Excellence will be awarded to a nominee from each Department in the Faculty of Economics and Commerce.

Eligibility

Heads of Departments will be asked to nominate one tutor from each of their respective Departments. The nominated tutor can be a Sessional Tutor or Lecturer A who has completed two semesters of teaching immediately prior to the application for the Award. All levels of undergraduate and postgraduate teaching are within the scope of the Award. Dean's Tutor Award winners cannot reapply within two years of receiving the Award.

Nomination

Stage 1

Tutors can be nominated to the Head of Department by:

- Students
- Tutors-in-Charge
- Subject Coordinators
- Director, Teaching and Learning Unit
- Peer tutors

The Head of Department or nominee will decide from the nominations received which tutor will be nominated for the Dean's Award for Excellence in Tutoring. This decision will be based on the criteria for the Award.

Stage 2

A selection panel comprising the Associate Dean (Academic Programs) or nominee, Director of the Teaching and Learning Unit and one Tutor-in-Charge. The panel will recommend to the Dean which of the four Head of Departments' nominees should receive the Dean's Award in Tutoring Excellence.

Nominations will be called towards the end of each year. The Award will be made at the end of the year or early in the following year.

The Faculty of Economics and Commerce Teaching and Learning Unit will coordinate the Award processes.

Application

Stage 1 of the nomination process will comprise:

- a statement of no more than 1 page addressing the Award criteria, and
- the Quality of Teaching survey results for two semesters.

This nomination will be sent to the Head of Department.

Once the Head of Department has decided which of the Department's submitted nominees should be nominated for the Award, the Head of Department will provide a supporting statement of no more than 300 words. This statement, together with the statement addressing the criteria and the quality of teaching results, will be forwarded to the selection panel.

Criteria for the Award

The following criteria will be considered in determining the Award:

- **Ability to promote active learning strategies within the tutorial.**
(for example, through promotion of small group work, effective questioning techniques, class presentation, explanations and discussion)
- **Responsiveness to the individual needs of students**
(for example, through identification of students at risk, focussed and timely feedback on student work, availability for consultation)
- **Responsiveness to diverse cultural backgrounds of students**
(for example, through the fostering of interaction between ethnic groups, through the use of examples drawn from a range of cultural contexts, through strategies designed to build on cultural experience of the tutorial group)
- **Administrative efficiency and responsibility**
(for example, through completion of assessment marking on time, attendance at training and meetings, pit stop tutorials and maintenance of accurate attendance records, feedback to lecturer on student response to tutorial exercises and lectures)