1. **Policy Statement**

1.1 The Nanyang Education Award (NEA) is established to encourage and recognise excellence in teaching. It extends recognition to different levels of teaching excellence achieved at School, College and University levels through (i) Nanyang Education Award (School), (ii) Nanyang Education Award (College), and (iii) Nanyang Education Award (University – Gold / Silver / Bronze).

2. **Purpose & Applicability**

2.1 This policy sets out the procedures on the selection of recipients for the three levels of awards.

3. **Eligibility**

3.1 Nominees must be teaching undergraduate / graduate courses in the academic year of review.

3.2 In each level of award, past recipients are eligible for nomination after they have fulfilled their moratorium.

3.3 The moratorium is 3 years for NEA (School) and NEA (College), and 5 years for NEA (University).

**NEA (School)**

3.4 Only teaching faculty, including past recipients of NEA (School) are eligible for nomination.

**NEA (College)**

3.5 Only past recipients of NEA (School) and NEA (College) are eligible for nomination.

**NEA (University)**

3.6 Only past recipients of NEA (College) and NEA (University) are eligible for nomination.
4. **Definitions**

Nanyang Education Award (NEA) (School) – This is a school-level award to recognise teaching excellence among eligible nominees in each School.

Nanyang Education Award (NEA) (College) – This is a college-level award to recognise the best teaching faculty among NEA (School) winners within each College.

Nanyang Education Award (NEA) (University) – This is a university-level award to recognise the best teaching faculty among NEA (College) winners. It is awarded in 3 classes consisting of Gold, Silver and Bronze.

**Educator of the Year Award** – The winner(s) of the highest class of award for the NEA (University) in the particular year of award.

5. **Scheme of the Award**

5.1 **Number of Recipients in each level of award per year**

**NEA (School)**

5.1.1 There shall generally be only 1 recipient in each School per year, except where there are diverse disciplines with significant student enrolments within a School, or where there are special teaching arrangements within a school.

5.1.2 Currently, up to 21 recipients in all may be awarded each year as indicated in the table below:

<table>
<thead>
<tr>
<th>Schools</th>
<th>No of Awards / Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEE, EEE, MAE, MSE, SCBE, SCSE, ASE, SBS, ADM, SoH, SSS, WKWSCI</td>
<td>1 x12 Schools</td>
</tr>
<tr>
<td>SPMS, NBS, LKCMedicine</td>
<td>2 x 3 Schools</td>
</tr>
<tr>
<td>NIE</td>
<td>3 x 1 School</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**NEA (College)**

5.1.3 For NEA (College), only 1 recipient may be awarded in each College per year.

**NEA (University)**

5.1.4 For NEA (University) which represents the highest rung of excellence in teaching, there may be up to 3 recipients awarded per year. As this award is further differentiated into 3 classes comprising Gold, Silver and Bronze, the combination that may be awarded will vary from year to year depending on the quality of nominations.
5.2 Cash Award, Certificate, Trophy, Special Grant

5.2.1 All NEA recipients will receive cash award of $5,000, and a certificate indicating their specific level of awards.

5.2.2 A trophy, which comes in five distinct colours to mark the different classes of distinctions attained at School, College and University levels, is also given out to the recipients.

5.2.3 Recipients of NEA (College) and NEA (University) are also given a special grant, which may be utilised for funding teaching related activities, such as attending courses on teaching pedagogies, overseas conferences on education, and undertaking projects on improving teaching effectiveness.

5.2.4 The special grant ranges from $5,000 for NEA (College) to $10,000, $15,000 and $25,000 for NEA (University - Bronze, Silver and Gold) respectively.

5.2.5 Recipients of NEA (University) are further required to present a public lecture to share their teaching philosophy and experience.

5.3 Exclusions

NEA (School)

5.3.1 The following faculty are not eligible for nomination:
- Senior Management (this covers School Chairs, College and School Deans, NIE Director, Associate Provosts and above).
- Members of the School Education Award Panel.
- Past recipients of NEA (School) under the 3-year moratorium after they won the award.
- Recipients of NEA (College) and NEA (University).

NEA (College)

5.3.2 The following faculty are not eligible for nomination:
- Members of the College Education Award Committee.
- A nominee for the NEA (School) in the same year of award, e.g. a 2014 NEA (School) nominee is not eligible for 2014 NEA (College) nomination.
- Past recipients of NEA (College) under the 3-year moratorium after they won the award.
- Recipients of NEA (University).
NEA (University)

5.3.3 The following faculty are not eligible for nomination:
- Members of the University Education Award Committee.
- A nominee for the NEA (College) in the same year of award, e.g., a 2014 NEA (College) nominee is not eligible for 2014 NEA (University) nomination.
- Past recipients of NEA (University) under the 5-year moratorium after they won the award.

5.4 Teaching Excellence Academy

5.4.1 The Teaching Excellence Academy (TEA) has been established to promote excellence in teaching. Recipients of NEA (College) and NEA (University) will be inducted as Fellows of TEA, thus bestowing enduring prestige and universal recognition commensurate with the achievement of being the “Crème de la Crème” in Teaching Excellence.

5.4.2 The Academy shall promote excellent teaching among faculty, provide views and feedback to university management on teaching related matters, organise events and conduct master-class teaching workshops to raise the standard of teaching to greater heights.

5.4.3 Fellows of Academy shall serve in the NTU Teaching Council to conduct peer reviews on teaching as well as in the NEA Selection Committees for Schools, Colleges and University.

6. Procedures

6.1 NEA (School)

Qualities of School Award Winner

6.1.1 A NEA (School) winner should demonstrate the following:
- quality in preparation and organization.
- specialist knowledge.
- enthusiasm for the course, delivery and effectiveness.
- excellent teaching skills in making complicated and abstract concepts simple and showing connectivity in the knowledge and concepts.
- inspiration for students through enthusiasm, rapport and concern.
School Education Award Committee

6.1.2 The School Education Award Committee shall comprise:
- Chairman (College or School Dean or School Chair).
- 2 Members of the School Management Committee who are not nominees for NEA (School).
- 2 Fellows of the Teaching Excellence Academy; one of whom may come from outside the School.
- 2 student representatives from the School; preferably one from undergraduate level and the other from graduate level.

Evaluation Process

6.1.3 In so far as is practicable, the evaluation process for NEA (School) should be based on the same criteria as the Faculty Teaching Appraisal Scheme, namely i) students’ feedback on teaching (ii) academic advising and mentoring, (iii) teaching portfolio and (iv) peer review. It should also involve voting by the most representative cohort(s) of students in the School. A formal report should be prepared to ensure proper documentation of the whole process.

6.2 NEA (College)

Qualities of College Award Winner

6.2.1 A NEA (College) winner should demonstrate the following:
- philosophy of teaching.
- quality in preparation and organisation.
- delivery and effectiveness.
- engaging students in learning.
- enthusiasm, rapport and concern for students.
- innovation in teaching.
- other contributions such as curriculum development, project supervision, and other activities pertaining to the scholarship of learning and teaching

College Education Award Committee

6.2.2 The College Education Award Committee shall comprise:
- Chairman (College Dean / NIE Director).
- 2 Members of the College Executive Committee who are not nominees for NEA (College).
- 2 Fellows of the Teaching Excellence Academy; one of whom is from outside the College.
- 2 student representatives from the College; preferably one from undergraduate level and the other from graduate level.
Evaluation Process

6.2.3 The Colleges shall decide on the number of nominations for their respective Schools for NEA (College).

6.2.4 Nominees shall submit documentation that addresses the following criteria; namely (1) teaching portfolio, (2) students’ feedback on teaching, (3) academic advising and mentoring records, (4) contribution of significant intellectual work to the scholarship of learning and teaching, and strengthening the nexus between teaching and research, e.g. research on pedagogy and assessments, learning analytics, publication of textbooks, development of learning software, technology-enabled learning and (5) any other supporting documents, including 2 references, one from within and the other from outside the College.

6.2.5 The College Education Award Committee shall review and shortlist candidates for further assessment involving a sit-in on their live lectures or a review of their video lecture recordings. School Chairs of the shortlisted nominees shall submit a report elaborating on their individual contribution to teaching. The Committee shall select the winner after a thorough review, and follow up with a formal report detailing the evaluation process.

6.3 NEA (University)

Qualities of Award Winner

6.3.1 A NEA (University) winner should demonstrate the following:
- philosophy of teaching.
- quality in preparation and organisation.
- delivery and effectiveness.
- engaging students in learning.
- enthusiasm, rapport and concern for students.
- innovation in teaching.
- other contributions such as curriculum development, project supervision, and other activities pertaining to the scholarship of learning and teaching.

University Education Award Committee

6.3.2 The University Education Award Committee shall comprise:
- Chairman (Provost or his nominee).
- one or more external member(s) renowned in the field of education.
- a member of the Provost-Deans Group.
- 2 Fellows of the Teaching Excellence Academy.
• 2 student representatives nominated by the student governing body; preferably one from undergraduate level and the other from graduate level.

Evaluation Process

6.3.3 The process shall begin at the College level, where each College should select one nominee from among the past recipients of NEA (College) and NEA (University).

6.3.4 Nominees shall submit the following documentation; namely (1) a teaching portfolio, (2) students’ feedback on teaching, (3) academic advising and mentoring records, (4) contribution of significant intellectual work to the scholarship of learning and teaching, and strengthening the nexus between teaching and research, e.g. research on pedagogy and assessments, learning analytics, publication of textbooks, development of learning software, technology-enabled learning and (5) any other supporting documents, including 2 references with one from within and the other outside the College.

6.3.5 As part of the evaluation process, the University Education Award Committee shall sit in on live lectures or view the video lecture recordings of nominees, followed by an interview of the nominees. The Deans of the nominees shall submit a report elaborating on their individual contribution to teaching for the Committee’s deliberation. The Committee shall select the winner after a thorough review, and prepare a formal report detailing the evaluation process.

6.4 Documentation

6.4.1. There shall be proper documentation of the evaluation process for the NEA to ensure accountability.

6.4.2 A detailed report shall be prepared by individual Schools for NEA (School), individual Colleges for NEA (College) and the Teaching Excellence Academy Secretariat for NEA (University).

School Report

6.4.3 Individual Schools shall be the custodian of their respective reports on NEA (School). Documentation for NEA (School) should include the following details as far as applicable:
<table>
<thead>
<tr>
<th>Items Required</th>
<th>Details</th>
</tr>
</thead>
</table>
| (I) List of School Education Award Committee Members | • Name  
• Appointment  
• Division |
| (II) List of Nominations from Schools              | • Name  
• Year of School Award won previously  
• Appointment  
• Division  
• Shortlisted / Not shortlisted by Award Committee |
| (III) Evaluation of Shortlisted Nominees           | Summary of Committee’s review based on:  
• students’ feedback on teaching  
• academic advising and mentoring  
• teaching portfolio  
• peer review |
| (IV) Selection of Winners                          | Elaboration on the reasons for each chosen winner, citing the following qualities established for the School Award as the basis of the description:  
• quality in preparation and organisation  
• specialist knowledge  
• enthusiasm for the course, delivery and effectiveness  
• excellent teaching skills in making complicated and abstract concepts simple and showing connectivity in the knowledge and concepts  
• inspiration for students through enthusiasm, rapport and concern |
| (V) Dossiers on Winners and Other Shortlisted Nominees | Dossier should include:  
• teaching portfolio  
• students’ feedback on teaching score  
• academic advising and mentoring records  
• peer review  
• results of voting conducted with students.  
• any other supporting documents |

**College Report**

6.4.4 Individual Colleges shall be the custodian of their respective reports on NEA (College). Documentation for the NEA (College) should include the following details as far as applicable:

<table>
<thead>
<tr>
<th>Items Required</th>
<th>Details</th>
</tr>
</thead>
</table>
| (I) List of College Education Award Committee Members | • Name  
• Appointment  
• School |
| (II) List of Nominations from Schools              | • Name  
• Year of School or College Award won previously  
• Appointment  
• School  
• Shortlisted / Not shortlisted by Award Committee |
### (III) Evaluation of Shortlisted Nominees

Summary of Committee’s review based on:
- live lectures or video lecture recordings
- School Chair’s report.

### (IV) Selection of Winners

Elaboration on the reasons for each chosen winner, citing the following selection criteria established for the College Award as the basis of the description:
- philosophy of teaching
- quality in preparation and organisation
- delivery and effectiveness
- engaging students in learning
- enthusiasm, rapport and concern for students
- innovation in teaching
- other contributions such as curriculum development, project supervision, and other activities pertaining to the scholarship of learning and teaching

### (V) Dossiers on Winners and Other Shortlisted Nominees

Dossier should include:
- School Chair’s Report, including details such as personal achievements, contributions to schools, reasons for supporting nomination etc.
- teaching portfolio
- students’ feedback on teaching
- academic advising and mentoring records
- contribution of significant intellectual work to the scholarship of learning and teaching, and strengthening the nexus between teaching and research, e.g. research on pedagogy and assessments, learning analytics, publication of textbooks, development of learning software, technology-enabled learning
- any other supporting documents, including 2 references, one from within and the other outside the College.

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**University Report**

6.4.5 The Teaching Excellence Academy Secretariat shall be the custodian of the report on NEA (University). Documentation for NEA (University) should include the following details as far as applicable:

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
</table>
| (I) List of University Education Award Committee Members | Name  
Appointment  
College  
School |
| (II) List of Nominations from Schools | Name  
Year of College or University Award won previously  
Appointment  
College/School  
Shortlisted / Not shortlisted by Award Committee |
| (III) Evaluation of Shortlisted Nominees | Summary of Committee’s review based on  
live lectures or video lecture recordings  
College Dean’s report. |
(IV) **Selection of Winners**

Elaboration on the reasons for each chosen winner, citing the following selection criteria established for the University Award as the basis of the description:

- philosophy of teaching
- quality in preparation and organisation
- delivery and effectiveness
- engaging students in learning
- enthusiasm, rapport and concern for students
- innovation in teaching
- other contributions such as curriculum development, project supervision, and other activities pertaining to the scholarship of learning and teaching

(V) **Dossiers on Winners and Other Shortlisted Nominees**

Dossier should include:

- College Dean’s report, including details such as personal achievements, contributions to schools, reasons for supporting nomination etc.
- teaching portfolio
- students’ feedback on teaching
- academic advising and mentoring records
- contribution of significant intellectual work to the scholarship of learning and teaching, and strengthening the nexus between teaching and research, e.g. research on pedagogy and assessments, learning analytics, publication of textbooks, development of learning software, technology-enabled learning
- and any other supporting documents, including 2 references, one from within and the other outside the College.

7. **Responsible Parties and Contact Information**

*Policy Owner*
Prof Kam Chan Hin, Deputy Provost (Education)

*Responsible Office*
President’s Office

*For clarification on this policy, please contact:*
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