**COLLEGE OF BUSINESS**

**TEACHING EXCELLENCE AWARDS**

**TEACHING DOSSIER**

**Personal Particulars** *(\* please delete as appropriate)*

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| --- | --- | --- |
|  | Individual Nominee / Contact Person of Nominated Team\* | Other Team Member(s) |
| Name: |  |  |
| Department: |  |  |
| Post: |  |  |
| Email: |  |  |
| Telephone No.: |  |  |

**Notes:**

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| **A Teaching Dossier shall comprise:** |  |
| A teaching philosophy statement of not more than 1000 words, which should articulate the nominee’s/nominated team’s view of effective teaching and learning, roles of a university teacher, and student-teacher relationship | Section A |
| A statement (of up to five pages) addressing the candidate’s approaches and practice with respect to each of the five selection criteria listed in the Regulations for The College Teaching Excellence Awards | To be attached with this form |
| A teaching portfolio (of up to 20 pages) which provides supporting documents as evidence of approaches and practice outlined in the teaching philosophy statement | To be attached with this form |
| A summary information sheet (of up to 2 pages) which indicates the relationship between the main points of the teaching philosophy statement and the evidence provided in the portfolio, including **an analysis of teaching evaluation scores over the previous five years** (or the number of years that the nominee has been in post at CityU, if less than five years) using the standard template | Section B |
| ***For previous award winners:*** A description of new teaching achievements made since receiving the previous award, together with supporting evidence | Section C |
| Declaration and Signature | Section D |

1. **Teaching Philosophy Statement** (of not more than 1000 words, covering your personal/your team’s view of effective teaching and learning, roles of a university teacher, student-teacher relationship, etc.)

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1. **Summary Information Sheet** (of up to 2 pages, indicating the relationship between the main points of the teaching philosophy statement and the evidence provided in the portfolio, including an analysis of teaching evaluation scores over the **previous five years or the number of years that the nominee/nominated team has been in post at CityU, if less than five years**)

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**Summary of Teaching Evaluation Scores for the Last Five Academic Years#**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Semester** | **Course Code** | **Session Type****(e.g. Seminar, Tutorial)** | **No. of Weeks**  | **No. of Contact Hours per week** | **Staff Ave** | **Dept Ave** | **College Ave** | **Class Size**  | **No. of Responses** | **Overall Standard Deviation** |
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**#** *For team nominations, each team member should provide a summary of Teaching Evaluation Scores for the last five academic years. Please copy the table above, as appropriate, to input the data for all members.*

1. ***For previous award winners only:*** A description of new teaching achievements made since receiving the previous award, together with supporting evidence.

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1. **Declaration by Nominee**

*(Please tick the following boxes to indicate your confirmation/consent.)*

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|  | 1. I/We declare that I/we have read the Regulations on the College Teaching Excellence Awards (http://www.cb.cityu.edu.hk/aboutus/recognition/cbtea/) and its Personal Information Collection Statement as given below.
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|  | 1. Given that candidates are not allowed to receive the College Teaching Excellence Award and the CB Faculty Development Award (MBA/EMBA) in the same academic year, if I/we have been given one of these two awards, I/we understand that my/our application/nomination for the other award, as applicable, will be deemed to be withdrawn and will not be further considered by the College.
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|  | 1. I/We agree to give the consent to the College Office, the award selection committee, or its delegates to contact relevant parties to provide/release information for the award selection purpose, and to disclose information provided by me/our team to other parties who may be contacted in the course of enquiries.
 |

I/We have attached (i) a statement on the teaching approaches and practice and (ii) a teaching portfolio with this completed form.

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| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\* *Please insert additional rows, as appropriate, for signature by individual members of the collaborative/teaching team.*

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| **College Teaching Excellence Awards****Personal Information Collection Statement**1. The purpose of collecting any personal data is for the awards selection and related processes, which may involve, inter alia, verification of the accuracy of the data with the parties concerned, as necessary. Personal data collected may be transferred within the College Office for awards administration and related processes.
2. As a data subject, you have the right to request access to and to request correction of the personal data under the Personal Data (Privacy) Ordinance.
3. For updating of personal data, please contact the relevant Secretary to the award selection committee/panel.
4. For other issues regarding personal data privacy, please contact the Office of the Chief Administration Officer or send email to Data Protection Officer.
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