

Note:

1. Please read through the Nomination Criteria (p 11) before filling out the form – Appendix A
2. Checklist (p 13) – Appendix B
3. NUSTA Master Mentorship Scheme (p 14) – Appendix C

FORM A

1 Type of Nomination (Please tick the relevant box)

Faculty/School Nomination Self-Nomination Current OEA Nominee

2 Details of Nominee

Name:

Department:

Faculty:

Designation:

Please check the box below to confirm if the nominee satisfies the following basic criteria for nomination.

I am currently a full-time faculty member of NUS and have completed 3 years of service as a full-time academic staff at NUS.

3 Declaration by Nominee

I hereby declare that I consent to be a nominee for the position of Fellow of the NUS Teaching Academy and that the information given in this nomination package is accurate to the best of my knowledge.

Name of Nominee: _____ Signature/Date: _____

4 Declaration by Proposer (to be filled in by the proposer for Faculty/School Nominations ONLY. The Dean or Dean's designate may serve as the proposer for Faculty nominees.)

- I propose _____ for the position of Fellow of the NUS Teaching Academy.
- The nominee has been a full-time faculty member for at least three years (as of 1 August 2018).
- In my opinion, the nominee meets one or more of the criteria as specified in Appendix. The basis for my endorsement is provided in section 7 (Supporting Statement by the Proposer) of this document.

Name of Proposer: _____ Signature/Date: _____

Department/Faculty: _____

5 One-page CV of Nominee (Please focus on your teaching/education achievements)

6 Personal Statement from the Nominee (max. 2 pages)

The vision and mission of the NUS Teaching Academy is specified below:

VISION

To provide an authentic voice on teaching and learning.

MISSION

To engage every section of the NUS community in transforming the educational landscape of the university.

Please provide a personal statement indicating your contributions to teaching and learning at NUS and elucidate what you may contribute as an Academy Fellow.

7 Supporting Statement by the Proposer (max. 1 page)

To be filled in by the proposer for Faculty/School Nominations ONLY

8 Other Supporting Information (max. 5 pages)

END OF NOMINATION FORM

Appendix A – Nomination Criteria

Basic Information

Nominations are sought for the position of Fellows for the NUS Teaching Academy. The elected Fellows will be appointed for a period of 3 years with the possibility of renewal for another three-year term. For more details on the Academy, please visit the website at: <http://www.nus.edu.sg/teachingacademy/>

Nomination Criteria

The nominees must be full-time faculty members who have been with NUS for at least 3 years as of 1 August 2018. In addition to the above basic requirement, the nominees must fit one or more of the following criteria:

- Nominees must have a proven track record of using innovative approaches (e.g., technology, curriculum, cases, debates, demonstration, etc) to extend the range of pedagogical possibilities through which students are able to learn more effectively. A strong, sustained and demonstrated passion for Teaching and Learning is expected.
- Nominees should have contributed (and continue to contribute) significantly to the professional development of junior faculty members or colleagues.
- Nominees must have played a key role in developing unique (internationally recognized) programmes of study or Teaching and Learning models.
- Nominees should have a vision on how the higher educational landscape will evolve over the next several years and be capable of guiding projects and pilot studies that will keep NUS education relevant and vibrant.
- Nominees should have a sustained interest in pedagogy outside the university, and have shown interest in connecting learning in the university to engagement in society.
- Nominees should be willing to serve as Master Mentors under the NUSTA Master Mentorship Scheme (see Appendix C); any prior teaching mentoring experience will be strongly advantageous.

Summary

	Faculty Nomination Nomination made by Deans of NUS Faculties/Schools	Self Nomination Self-nomination by faculty members	Nomination from Current OEA nominees All current OEA nominees will be automatically considered by the Academy
Nomination Form (FORM A)	All sections must be filled. Full documentation of teaching achievements.	All sections except 4 and 7 must be filled	<ul style="list-style-type: none">• All sections except 4 and 7 must be filled.• For sections 5 and 8, nominees can extract relevant information from their OEA dossiers.
Number of nominations	Maximum of 2 per faculty/school	NA	NA

Proposer	The Dean or Dean's designate may serve as the proposer for Faculty nominees.	There is no need for your nomination to be supported by a proposer.	There is no need for your nomination to be supported by a proposer. No submission of your teaching portfolio is required.
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Note: NUS faculty members who are recipients of the Outstanding Educator Award (OEA) will be invited by the Chair to join the Academy. Existing Fellows who have completed their first term (3 years) may be re-elected for another term via an internal voting procedure.

Timeline

- December 2018
 - Call for nominations 11-13 December
- February 2019
 - Closing of nominations on 1 February
 - Review process
- March 2019
 - Interviews for shortlisted nominees
 - Decisions to be communicated to PVO
 - Inform nominees the outcome of the selection
- April / May 2019
 - Announcement of new Fellows
- June 2019
 - Official appointment (by PVO) of the newly elected Fellows

Appendix B – Checklist

Faculty/School Nomination

- Fill in Form A (fill in all sections)
- Send the completed application form and all supporting documentation to: cdtvs@nus.edu.sg

Self Nomination

- Fill in Form A (fill in all sections except 4 and 7)
- Send the completed application form and all supporting documentation to: cdtvs@nus.edu.sg

Current OEA Nominee

- Fill in Form A (fill in all sections except 4 and 7). For sections 5 and 8, nominees can extract relevant information from their OEA dossiers.
- Send the completed application form to: cdtvs@nus.edu.sg

Appendix C

NUSTA MASTER MENTORSHIP SCHEME

Introduction

Fellows of the NUS Teaching Academy regularly reflect on and discuss educational innovations, values, and trends that have a bearing on academic policy, practices, and culture at the university. Fellows aim, in particular, to provide an authentic voice in regard to teaching and learning as **Master Mentors**, with the goal of engaging and empowering the wider NUS community directly.

Framework

Fellows will serve as Master Mentors to teacher mentors with ongoing teacher mentees, or colleagues in general. In each AY, Heads and Deans may recommend up to three candidates per Faculty/School who are expected to benefit from receiving mentorship.

Each candidate will normally be matched with a Fellow. For the ease of identifying suitable master mentors, Fellows will be classified according to (a) Faculties/Schools (for subject-domain relevance), as well as (b) educational expertise and impact (e.g., large-class teaching, e-assessment, student research, experiential learning, adult education, etc.). Fellows' profiles can be accessed via the Academy's website.

The specific modes and duration of mentorship shall be determined by the Faculty representative and candidate, in consultation with the prospective Fellow. Modes may entail one-on-one or team-based mentoring. Each mentorship will normally last up to one year. Faculties/Schools, candidates, and Fellows will track and provide/receive feedback in regard to the mentorship experience.

This Scheme is intended to complement pre-existing mentorship schemes, if any, in various Faculties/Schools.

Contact

For further discussions on adopting the NUSTA Master Mentorship Scheme, please contact **Assoc Prof Stephen Lim**, Chair of the NUS Teaching Academy, via: psylimwh@nus.edu.sg

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