Collaborative Award for Teaching Excellence (CATE) 2018

Guidance for Nominating Teams and Institutions
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Contact details

Correspondence can be addressed to:

Teaching Excellence Awards Team
Higher Education Academy
Innovation Way
York Science Park
York
YO10 5BR

The Teaching Excellence Awards team can also be contacted via e-mail phone or using the chat function on our website:

E-mail: cate@heacademy.ac.uk

Phone: 01904 717551

Website: https://www.heacademy.ac.uk/awards

Alternative formats

If you require these guidelines in an alternative format please contact: cate@heacademy.ac.uk.
1. Background

The purpose of the Collaborative Award for Teaching Excellence (CATE) is to recognise and celebrate collaborative work that has had a demonstrable impact on teaching and learning. Introduced in 2016, the scheme highlights the key role that teamwork plays in higher education. Each award will recognise a team which has enabled a change in practice for colleagues or students at an institutional or discipline level. There is no limit on the size of the team.

The scheme is organised and run by the Higher Education Academy (HEA).

Up to 15 teams will be selected to receive the award in 2018. Nominated teams will be informed of the outcome in the week commencing 23 July 2018. Those selected will be invited to attend a celebratory dinner where their Collaborative Award in Teaching Excellence will be awarded. On the night, up to six ‘Spotlight Awards’ will be announced to commend those, who through the review and selection process, have been identified as having noteworthy practice or having made a significant impact. The ‘Spotlight Awards’ are new in 2018 and will highlight particular aspects of collaborative practice or the outcomes of collaborations that the broader HE sector can benefit from.

In 2018, there will be no prize funding for award holders. The HEA will work with teams to help showcase their work and further the impact of the teams and/or of the scheme. The HEA will further enhance their national profile by inviting them to engage in a broad range of HEA activities. On gaining an award, each CATE team has a role in becoming an ambassador of the scheme and supporting the ongoing enhancement of learning and teaching.

The UK Teaching Excellence Awards Advisory Panel plays a pivotal role in the process. They advise on the criteria, the process of assessment and moderation, and the selection of the winners. The Panel includes representatives from the nations and other relevant stakeholders.

This document provides detailed guidelines for teams in the preparation and submission for the award.
2. Guidelines for nomination

2.1 Eligibility

In 2018, the scheme has opened up to all HE providers across the four nations of the UK, including HE in FE and independent ‘alternative’ providers. Each institution in the UK is invited to nominate one team who can clearly demonstrate having an impact on teaching and learning through collaboration. If you are a subscribing institution of the HEA, participation in the scheme is a benefit of subscription. For non-subscribing institutions, there is a nominal charge (see section 2.6).

In selecting the team to put forward for the scheme, institutions are strongly encouraged to consider the full diversity of their staff and student body. Those within the team can be in any role that contributes to the enhancement of teaching and learning. Colleagues working at an overseas campus, whilst contracted to HE providers in the UK, are eligible to be part of the team. Student members of the team are actively encouraged and can be studying or in a representative role. The HEA expects institutions to ensure that their processes for selecting the team to put forward do not discriminate against any individual on the grounds of equality and diversity.

The team leader may not have an active application for NTFS running at the same time as an application for CATE. Staff members of the team must be a Fellow (any category) of the HEA or be working towards Fellowship.

Each team should demonstrate direct engagement with students. Although there is no requirement for students to be members of the team, a team should clearly demonstrate how students are directly engaged in their work. The text of the Claim should be the work of the team only. The HEA reserves the right to process nominations through anti-plagiarism software.

2.2 Nomination documents

Nominations should comprise the following documents and forms.

- **Institutional Contact Checklist**: a form to be completed and uploaded by the institutional contact to confirm the presence of all nomination documents and forms.
- **Claim**: a written statement from the team, using the downloadable pro-forma, demonstrating how they meet the award criteria (maximum 3500 words).
- **Signed Statement of Support**: a statement from the institution’s Vice-Chancellor (or equivalent), using the downloadable pro-forma (maximum 1000 words).
- **Nomination Form**: an online form to be completed by the team leader of the nominated team and available via this link. This covers background information about the team, 350 word profile, 50 word summary profile and two 20 word quotes.
- **Photos**: three high resolution photographs of 1Mb and 300dpi (minimum) in JPEG format.
> Equal opportunities monitoring form: an online form completed by each of the team members and available via this link, will be used anonymously to report on equality and diversity.

Please reference Appendix 3 for a fuller explanation of these requirements. The submission of these should be coordinated by the institutional contact (see section 2.5) and this year a checklist is included for the institutional contact to confirm that all documents have been submitted for the team being put forward. Documents should be uploaded to the HEA’s Virtual Learning Environment (VLE) and forms completed online through Bristol Online Surveys (BOS).

2.3 Formatting requirements

The following conventions should be applied to the Claim. This is to ensure fairness and consistency in the review process across all nominees.

> Final word count: all section headings, text within tables or diagrams, endnotes, numerical characters and references should be included in the word limit. The total sum should be stated at the end of the document. Please note, reviewers are asked not to take into account any words over the word limit.

> Font size: 12 point

> Diagrams: are permitted. Any text appearing within the diagram should be added to the final word count.

> Headers and footers: headers should be used for the team name and nominating institution and footers for page numbers.

> References: can be included in the body text or put as endnotes (rather than footnotes) and should be added to the final word count.

> Web-links, pictures and logos: these will not be taken into consideration in the review process and therefore should be avoided.

> File Saving: The following naming convention should be used for all submitted files:

<Institution_(Team Leader)Initial.surname_DocumentName>; e.g. UniofPoppleton_J.Smith_Claim

The HEA and UK Teaching Excellence Awards Advisory Panel reserve the right to reject any nominations failing to adhere to these requirements. It is therefore the responsibility of the nominating institution and team leader to ensure that the nomination adheres to the requirements with regard to formatting, required signatures and word limits.

2.4 Additional required information

Equal opportunities monitoring form: The HEA is committed to promoting equality and diversity and collects equal opportunities data of team members for statistical monitoring
purposes. The HEA will use any data provided anonymously to report on equality and diversity to the UK Teaching Excellence Advisory Panel.

The form is online in BOS and available via this link. One form should be completed by the team leader, not the institutional contact. Nevertheless, the institutional contact should check this has been submitted for the nominated team being put forward.

2.5 Submission and receipt of nominations

Nomination documents need to be submitted by a named central contact at the institution (institutional contact) through the HEA’s VLE. The institutional contact must register via the form on the HEA website and will then be issued with a username and password to log into the VLE and upload an application. Full instructions will be provided.

All nomination documents must be uploaded by 15:00 (BST) on Monday 30 April 2018.

The institutional contact is acting on behalf of their institution and it will be assumed by the HEA that they are acting in accordance with the expectations of their senior management when submitting their institution’s nomination.

Receipt of the uploaded nomination will be acknowledged by an automated email to the institutional contact. The HEA will use the institutional contact checklist to ensure all documents have been received and will conduct a manual check on a sample of nominations to ensure that documents meet the formatting and word limit requirements.

In addition to the automated response, an e-mail will be sent from the HEA within two weeks of the deadline date to the institutional contact confirming receipt of the nominated team’s application. If the institutional contact has not heard from the HEA within this timescale then we would recommend contacting the HEA to confirm receipt either by email at cate@heacademy.ac.uk or by phone 01904 717551.

Teams who are wishing to submit their nomination in an alternative format should contact the Teaching Excellence Awards Team by email (cate@heacademy.ac.uk) or by telephone (01904 717 551) as soon as possible to discuss options.

2.6 Costs

Higher education institutions in the UK who are subscribed to the HEA are eligible to submit one nominated team to CATE, as a benefit of subscription.

Please register for 2018 even if the contact has not changed as records held by the HEA will be updated in order to meet the revised requirements for data protection.

In 2018, CATE is a subscriber benefit for all HEA, whether strategic partner, accredited partner or access partner.
Non-subscribing HE providers within the UK may also participate in the 2018 scheme. The cost to participate for non-subscribing institutions is £500 (inclusive of VAT).

If you are a non-subscribing institution, please instruct your finance department to complete the ‘CATE Payment Form for Applicants’ which you can download from the HEA’s VLE and send this to the HEA’s finance team via e-mail to finance@heacademy.ac.uk. Any queries related to charging should be sent by email cate@heacademy.ac.uk.

3. Award criteria

All teams will be assessed on the evidence provided in the nomination documents in relation to each of the two criteria.

Criterion 1: Excellence in the team’s collaborative approach

Evidence of excellence in the team’s approach to working collaboratively; commensurate with their context and the opportunities afforded by it.

This may, for example, be demonstrated by providing evidence of excellence in terms of:

- having a clear set of aims, objectives and rationale for the team’s approach and how the group constitutes a team and developed as a team;
- demonstrating direct engagement of students within or with the team;
- illustrating how the team has contributed to wider thematic and sector priorities, for example, assessment and feedback; retention, employability, staff development; students as partners; technology and social media;
- working collaboratively with a range of stakeholder groups;
- embedding practices across different programmes, disciplines, campuses or institutions;
- being flexible and creative in working to address unanticipated situations or events;
- measuring the impact or outcomes of collaborative work.

Criterion 2: Excellence in the impact of collaborative working

Evidence of the team having a demonstrable impact on teaching and learning beyond their immediate academic or professional area.

This may, for example, be demonstrated by providing evidence of:

- the reach of the team’s work;
- the benefit or value derived from working as a team;
- the impact of supporting colleagues and/or influencing support for student learning;
- the impact on student learning or outcomes;
- the impact of any outcomes/outputs of collaborative work.
4. Review and selection process

Team nominations are considered by independent, external peer reviewers based on the information submitted against the two criteria. No information other than the claim and statement of support will be taken into consideration.

HEA peer reviewers are drawn from across the UK and are increasingly international. All are experienced in criteria-based assessment and have successfully completed a moderation exercise and have undergone training before acting as a reviewer in the scheme. Reviewers are asked to rate both criteria and ensure they are equally weighted in the assessment process. They are also asked not to review any words over the permitted word limit.

In 2018, the HEA will allocate all nominations to three reviewers avoiding any conflicts of interest. In addition, a 10% sample will be reviewed by a fourth reviewer as part of our Quality Assurance process. Both reviewers and members of the Panel will not be permitted to consider nominations from their own institution, or from any institution with which there may be a conflict of interest.

The HEA oversees the standardisation of assessment, monitors and processes all nominating team data in order to report to the Panel. Reviewer scores are processed as an average of the two most closely matching total scores and used to create rankings. Additional algorithms are applied, alongside an analysis of reviewer comments, in order to distinguish between nominating teams with the same average scores. The approach used ensures that no nominating team is disadvantaged by discrepancies in marking and all nominees are treated fairly and consistently. The UK Teaching Excellence Awards Panel review equal opportunities data, the rankings and reviewer comments and make recommendations, which are subsequently ratified by the HEA Executive.

The HEA is committed to equality and diversity. In processing your nomination, it ensures that no nominee is treated less favourably than others on the grounds of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstances, sexual orientation, gender reassignment, spent criminal convictions, age, or for any other unlawful reason.

5. Outcomes and publicity

Team leaders will be informed of the outcome of their nomination via email on the week commencing 23 July 2018. The Vice-Chancellor (or equivalent) of your institution will also be informed of the outcome on this date. The announcement of CATE award winners will be
strictly embargoed until the end of August 2018\textsuperscript{3}. It is a condition of the CATE competition that teams do not share news of their success before this date in order to maximise publicity. Contravention of this requirement could lead to the award being revoked.

The names of the award winners will be officially announced at the end of August 2018 on the HEA’s website (https://www.heacademy.ac.uk/individuals/national-teaching-fellowship-scheme/CATE) and in a press release. Following the publication of the outcome of the 2018 CATE, the HEA will issue individual written feedback to all nominated teams. Nominating teams are also invited to discuss their submission with a member of the Teaching Excellence Awards team.

The CATE is a competition and the Panel’s decision is final. No appeals can be made against their decision. The HEA has a complaints process to address issues of fair treatment in the administration of nominations. If you have any questions or concerns at any stage during the process, please email cate@heacademy.ac.uk, or phone 01904 717551.

6. Awards ceremony and networking event

The CATE 2018 winners will be invited to attend a celebratory dinner that will be held in November 2018 (date to be confirmed), to which two members of the team, and the Vice-Chancellor (or equivalent) will be invited. Additional tickets may be available for purchase.

On the night of the awards ceremony up to six ‘spotlight awards’ will be announced to commend those, who through the review and selection process, have been identified as having noteworthy practice or having made a significant impact on teaching and learning. The ‘spotlight awards’ are new in 2018 and will highlight particular aspects of collaborative practice or the outcomes of collaborations that the broader HE sector can benefit from.

The 2018 CATE winners will also be invited to attend a briefing event on the afternoon of the ceremony to meet the Excellence Awards Team, showcase your work as well as network with fellow award holders.

\textsuperscript{3} The date of the announcement will be communicated to the nominee and Vice-Chancellor via the outcomes email sent in the week commencing 23 July.
## Appendix 1: Checklist for teams and institutions

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<tr>
<td>✔ Register</td>
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<tr>
<td>A named institutional contact must register for access to the HEA’s VLE by completing a Google Form via this link to obtain a VLE Username and Password.</td>
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<tr>
<td>Institutional contact checklist (downloadable from the VLE)</td>
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<td>This form should be completed and signed by the institutional contact to confirm that all documents and forms have been checked and/or submitted.</td>
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<tr>
<td>Claim (downloadable from the VLE)</td>
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<tr>
<td>Should be written and signed by the team leader of the nominated team only, completed on the downloadable pro-forma, and submitted by the institutional contact.</td>
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<tr>
<td>Statement of Support (downloadable from the VLE)</td>
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<tr>
<td>Should be written and signed by the institution’s Vice-Chancellor (or equivalent), based on the nominee’s claim and submitted by the institutional contact. Electronic signatures will not be accepted.</td>
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<tr>
<td>Nomination form (online BOS)</td>
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<td>Should be completed by the nominee using the online form in BOS. At the end of the form the nominee should take note of the unique reference number and give this to the institutional contact for inclusion on their overview form.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Photos</td>
</tr>
<tr>
<td>Three high resolution 1Mb and 300dpi (minimum) images of the team should be uploaded to the VLE, for use on the HEA website and in the ceremony brochure. The three photos should be different and at least one image should be portrait.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Equal opportunities monitoring form (online, via this link)</td>
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<tr>
<td>An online equal opportunities monitoring form must be completed by the each team member. This form will be used anonymously. The institutional contact should confirm this has been completed.</td>
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<tr>
<td>CATE Payment Form for Applicants (if applicable) (downloadable from VLE)</td>
</tr>
<tr>
<td>To be completed and sent to the HEA’s Finance Team at <a href="mailto:finance@heacademy.ac.uk">finance@heacademy.ac.uk</a>.</td>
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<tr>
<td>Submission</td>
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<tr>
<td>All documentation should be uploaded via the VLE by Monday 30 April 2018 by 15:00 (BST) by the institutional contact.</td>
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## Appendix 2: Deadline and assessment schedule

The timetable for the submission and assessment process is as follows:

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<th>Event Description</th>
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<tr>
<td>Monday 5 March</td>
<td><strong>Call for nominations open</strong>&lt;br&gt; All CATE forms and guidelines will be released. Institutional contacts can register to receive access to the HEA’s VLE from this date.</td>
</tr>
<tr>
<td>Monday 30 April</td>
<td><strong>Nominations close</strong>&lt;br&gt; All electronic copies of nomination documents should be uploaded by <strong>15:00 (BST)</strong>. Access to the VLE for institutional contacts will close at this time.</td>
</tr>
<tr>
<td>Week commencing 23 July</td>
<td><strong>Individual outcomes released</strong>&lt;br&gt; Team leaders and Vice-Chancellor (or equivalent) of the nominating institution will be informed of the outcome of their nomination. Please note that this information is embargoed until the official announcement in the last week of August 2018.</td>
</tr>
<tr>
<td>End of August</td>
<td><strong>Official announcement released</strong>&lt;br&gt; The HEA release the official announcement of 2018 CATE winners.</td>
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<tr>
<td>November</td>
<td><strong>Awards ceremony and networking event</strong>&lt;br&gt; The awards ceremony and networking event will be held in November (date to be confirmed).</td>
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Appendix 3: Further guidance on completing the nomination documents and forms

Nominated teams and institutions may find the following guidance helpful in completing their nomination documents and forms:

A. **Institutional contact checklist**: this form is downloadable from the VLE. Please complete the form for the nominated team's submission to confirm that all the documents have been submitted and checked by the institutional contact.

B. **Claim**: the nominating team is required to present their Claim on a downloadable pro-forma (available through the VLE). The Claim should include examples of supporting evidence relevant to each of the two criteria (see section 3), which may include (but need not be confined to):
   - student feedback and evaluations;
   - feedback from peer observations;
   - feedback from other national engagements;
   - student support materials;
   - work with other partner institutions and organisations;
   - quantitative data to indicate the scale, reach, or impact of the team's work.

The decision of what constitutes appropriate evidence of impact rests with the nominating team and institution but teams are encouraged to ensure that the student voice is made explicit in their nomination. Teams from various academic disciplines or roles inevitably demonstrate different communication and analytical styles and this will be accounted for in the assessment process. There is no one ‘style’ that is expected in applications and examples will be assessed and marked for their contribution to the criteria as a whole.

C. **Signed Statement of Support**: the supporting statement should be completed using the downloadable form available on the VLE. The statement from the institution's Vice-Chancellor (or equivalent*) is an essential and critical aspect of the nomination. It is recommended that the nominating team's claim for a Collaborative Award for Teaching Excellence is read prior to composing the institutional supporting statement. In particular, the statement should:
   - endorse the validity of the nominating team's claim;
   - provide an institutional context within which the nominating team has been identified as having made an impact on teaching and learning;
   - provide confirmation of support of the nominating team, should they be successful, in terms of carrying out any responsibilities associated with having won a Collaborative Award for Teaching Excellence;
• provide any additional supporting information which might be most appropriately expressed by the Vice-Chancellor (or equivalent) rather than the nominating team;
• provide the name, job title and signature of the supporter.

*’VC or equivalent’ refers to the individual who holds the most senior role at the nominating institution, including a Principal or President for example. The VC or equivalent is welcome to nominate a senior leader (such as Deputy or Pro-Vice Chancellor) to complete the statement on their behalf.

D. **Nomination Form**: the team leader must complete an online nomination form to accompany their team’s Claim and the institution’s Statement of Support.

The **nomination form** contains information used for internal administration purposes and will not form part of the overall Claim or be considered by reviewers. All sections must be completed in full. The nomination form includes:

• 350 word team profile
• a 50 word summary of the team profile
• two 20 word quotes.

The content of the nomination form will not be assessed as part of the application. Nevertheless, it is a required component of a complete submission and will be used for promotional purposes if the nominating team is successful.

E. **Images**: Three high resolution 1Mb and 300dpi (minimum) images of the team should be uploaded to the VLE, for use on the HEA website and in the ceremony brochure. The three photos should be different and at least one image should be portrait. In submitting images to the HEA, you are providing consent for the HEA to use these images for promotional purposes or publicity. You confirm that you are the owner of any intellectual property rights or have an appropriate license to share these images with the HEA and for the HEA to use the images provided for this purpose.

F. **Equal opportunities monitoring form**: each team member should complete an online equality and diversity form which is available via this link. This does not form part of the claim but is used anonymously by the HEA for statistical monitoring of both nominating team and winner data and reported annually to the UK Teaching Excellence Advisory Panel.
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