



QATAR UNIVERSITY

Outstanding Teaching Award (OTA)

Purpose, Eligibility, and Procedure

2016 - 2017

A. Purpose

The purpose of the **Outstanding Teaching Award (OTA)** is to honor and recognize faculty members who have best exhibited excellence in teaching. By recognizing such individuals, QU is demonstrating its commitment to rewarding outstanding teaching performance based on evidence of teaching effectiveness and contributions for the advancement of QU's educational programs as implied by the teaching mission of QU. Teaching is understood in its broadest sense which includes effective lecturing; leading discussions; interactive teaching and mentoring. This award honors faculty members for their ability to create and maintain an outstanding and interactive learning environment for students.

B. Eligibility

1. Full-time faculty members who taught for a minimum of 1 academic year at QU.
2. Academic staff who hold the rank of Lecturer to Professor.
3. Faculty members who were nominated in previous years, but did not receive an award, may be nominated again.
4. Previous awardees of the last Teaching Award are not eligible to apply within a period of three (3) academic years following their award.

C. Nomination Procedures:

1. A nomination/s may be made by the applicant; faculty; students; alumni or University administrators.
2. A nomination form should be submitted to the Office of the Vice President and Chief Academic Officer.
3. After nomination, the Award Committee will contact the eligible nominees to request submission of a teaching portfolio. All candidates are advised to document the scope and quality of their teaching by submitting a comprehensive teaching portfolio using a template provided by the university. This is to encourage candidates not only to include teaching materials in their portfolios, but also to use the portfolio to demonstrate the effectiveness of their teaching.
4. Faculty willing to apply for the OTA should consider planning for their portfolio ahead of time, and they need to focus on courses already taught and for which data and evidence are available.

D. Teaching Portfolio

Writing should be clear and concise Thoughts need to be expressed in a logical and coherent way, and contains no error in typing or grammatical errors.

The teaching portfolio should at least comprise the following:

1. Table of Contents;
2. The faculty member may be self-nominated or may be nominated by another individual. The nomination form should identify, in descriptive details, the nominee's various contributions in teaching which have resulted in particular enhancement of their students.
3. Curriculum vitae of the nominee.
4. List of courses taught;
5. Students Teaching evaluations (either qualitative or numerical or both) of the nominee's teaching evaluations for all the courses taught at least during the last two semesters at QU.
6. Teaching materials (portfolio): Should include a statement of the candidate's teaching philosophy, objectives and experiences, in addition to a sample of courses' syllabi, tests, grading practices, teaching practices, handouts, instructional material developed, a sample of detailed assessment chart, and learning assessment techniques for courses where student evaluations have already been submitted as well as a reflection paper.
7. Instructional strategies used (statement should not exceed 3 pages);
8. Samples of materials demonstrating innovative instruction;
9. Samples of materials demonstrating grading techniques;
10. Evidence of professional development activities undertaken in regard to teaching.
11. Evidence of student(s)' achievement(s) as a direct result of the candidate's teaching.
12. Classroom observation reports on at least two different classes
13. Additional material that may support the application.

The committee can request to have access to more material and more evidence, if needed.

E. Award Winners

The QU Outstanding Teaching Award Committee conducts its review, makes its selections, and submits its recommendations to the VPCAO who then informs the awardees. The winner(s) of the OTA will:

1. Receive a financial reward of QAR 40,000.
2. Be honored in a public ceremony. Winners of this award will be announced by the VP&CAO and he or she will receive his/her award during the President's Convocation Day of the New Academic Year.
3. Be invited to contribute to teaching and learning activities sponsored by the Office of Faculty & Instructional Development (OFID) at QU.

The Runner up(s) will receive a financial reward of QAR 30,000

F. OTA Timeframe:

1.	April 27, 2017	Deadline for submission of nominations and all documents
2.	June 15, 2017	VPCAO notifies applicants of final decisions in writing.

Nomination forms, portfolios and evidences of creative and innovative instructions should be sent electronically according to the format requested to the email: academicawards@qu.edu.qa , and in line with the above timeframe.