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## DEPARTMENTAL AWARD PORTFOLIO OF EVIDENCE TEMPLATE

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### Annual UFS Learning and Teaching Awards

*This portfolio should be submitted on or before 15 July 2024*

#### Submission details

Nominator	
Contact details	
Department nominated	
Faculty	
Campus	
Staff members involved	
Contact details	

#### Criteria

- Please note that the portfolio is a narrative document, departments are required to reflect on their involvement in learning and teaching in an evidence-based manner throughout.
- The narrative section of the document should not exceed 8 pages BUT must be substantiated with supporting examples and evidence (thus not included in the 8 pages). This can be in the form of examples described within the reflective narrative itself, or references or hyperlinks to appendices. If appendices are included, they should only include excerpts pertinent to statements in the reflective narrative.

### Introduction

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- Introduction of the department (Faculty, department, staff profile etc).
- Department's philosophy of learning and teaching.
- Approach to promote learning and teaching in the department.
- How does this philosophy and approach align to the UFS strategic priorities and objectives?

### Development and Training Attended in Learning and Teaching

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- List participation and engagement that form part of the development of staff in learning and teaching for instance, workshops, training, work groups, courses, learning and teaching groups, conferences attended, etc.
- How do these development opportunities align to the departmental philosophy and/or approach?
- Include what you were able to take away or implement in your learning and teaching from the workshops, training, and other opportunities.

## Support, Mentoring, and Coaching Presented in Learning and Teaching

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- Achievements that are measurable, for instance workshops and/or training presented in the faculty/institutional and nationally/internationally specifically related to learning and teaching.
- Include feedback received from these workshops and events to reflect on the impact (where available).

## Learning and Teaching Communities of Practice

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- This section indicates the collective engagement of persons in the department who are part of and engage in, learning and teaching communities of practice (CoPs).
- Include CoPs institutionally, nationally, and internationally.
- Contribution to any Scholarship of Teaching and Learning activities can be included in this section.
- Reflect on the impact of the involvement in CoPs.

## Conference Presentations

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- Include the date and focus of departmental staff members' presentations as related to learning and teaching.
- Include keynote addresses, members of panels, etc.
- Write a narrative to reflect on how colleagues' conference presentations added value to the department as a collective. You can include awards and other feedback from the conference panels in the appendices.

## Learning and Teaching Research Outputs, Articles and Other Publications

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- Include subheading related to the following topics:
  - Peer-reviewed journals
  - Non-peer reviewed journals
  - Books

- Book chapters
- Editorial
- Peer reviewed conference proceedings
- Other (for example policies or reports)

## Involvement in international, national and institutional activities and structures that promote and improve learning and teaching

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- The role of the Department in various committees and task teams that focus on the advancement of teaching and learning.
- Include committees, task teams, curriculum review panels, forums etc. focused on improvement and continuous promotion in learning and teaching (faculty/institutional/national/international).
- Include involvement with professional bodies and other national and/or international higher education institutions and bodies and the contributions that staff members are making towards learning and teaching within these fora.
- Provide a brief description of completed and current involvement in activities/bodies to promote learning and teaching. Elaborate on ongoing and/or planned future projects to promote learning and teaching in the department.
- Include what impact was made on teaching and learning through the implementation of the work, where possible. How is success of new processes measured?

## Recognition, Awards and Funding

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- Promotions of academic staff due to advancement in learning and teaching.
- Awards received in recognition of teaching and learning research and/or projects.
- Funding received for teaching and learning research and/or projects.
- Include evidence where applicable in the appendices.

## Other

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Include any other additional information that you deem as important for reviewers to take note of to further highlight the department's engagement in learning and teaching.

## Appendices

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Remember to refer to appendices, where applicable, throughout the portfolio.