

## **Criteria and procedure UU Outstanding Teacher Award and Teacher Talent Award 2025**

Each year, Utrecht University awards two prestigious prizes to excellent teachers at our university. The goal of these awards is to encourage and reward teaching excellence at Utrecht University. A jury, consisting of teachers and students, selects the winners. The Teacher Awards are presented in two categories: the Outstanding Teacher Award and the Teacher Talent Award. The Outstanding Teacher Award is meant for teachers with more than five years' experience in academic teaching. The Teacher Talent Award is meant for teachers with a maximum of five years' experience in academic teaching.

Excellent teaching is highly dependent on academic teachers, something that students are well aware of. Academic teachers who, through their teaching, form a source of inspiration for students and fellow teachers are eligible for the Teacher Awards. The Teacher Awards are an excellent opportunity for students to bring the teaching talent at their faculty or degree programme into the light. For teachers, it is an honourable experience to be nominated for the awards by their students. The Outstanding Teacher Award has been presented since 1994, the Teacher Talent Award since 1999.

The awards are awarded annually. Study associations nominate teachers by compiling portfolios for their nominees. No more than two teachers may be nominated per programme, one for each category. A jury consisting of Utrecht University teachers and students will select the winners. Short-listed nominees and winners will be mentioned in the University's annual report. The winners will be announced at the annual *Onderwijsfestival*, this academic year on Thursday 6 March 2025. There is also a special moment during the Dies Natalis (the University's Anniversary Day, this year on Wednesday 26 March 2025). The Outstanding Teacher Award carries a challenge trophy and a cash prize of €5.000; the Teacher Talent Award cash prize has been set at €3.000. All non-winning short-listed teachers receive a prize of €1.000. The study association that nominates a winning teacher receives a cash amount of €1.000 to be spent as it sees fit.

This document will provide you with all the information you need to assemble your portfolio. Read it carefully. If you have any questions, please contact the secretary of the jury (contact details at the bottom of this document).

## Contents

The conditions	3
Conditions nominated teachers	3
Conditions nominating study associations	3
Conditions portfolio	3
The criteria	3
Criteria Outstanding Teacher Award 2025	3
Criteria Teacher Talent Award 2025	4
The prizes	4
The jury	4
Composition	4
Assessment process	5
The procedure	5
First selection round	5
Second selection round	6
Announcement and award ceremony	7
Information and questions	7

## The conditions

### Conditions nominated teachers

Eligible for nomination for the 2025 Outstanding Teacher Award are all Utrecht University teachers who meet the Outstanding Teacher Award criteria (see below), including:

- previous years' winners of the Teacher Talent award;
- teachers who have been previously nominated (and perhaps short-listed) for the Outstanding Teacher Award but did not win the prize.

Eligible for nomination for the 2025 Teacher Talent Award are all Utrecht University teachers who meet the Teacher Talent Award criteria (see below), including:

- teachers who have been previously nominated (and perhaps short-listed) for the Teacher Talent Award but did not win the prize.

In addition, the following conditions apply for the nomination of teachers for the UU Teacher Awards 2025:

- Per degree programme only one teacher per prize can be nominated: one for the Teacher Talent Award and one for the Outstanding Teacher Award. Degree programmes with more than one study association should seek agreement on the nominations.
- The prize will only be awarded to the same person once
- Nominated teachers need to have teaching responsibilities at Utrecht University at the moment they are nominated. If in doubt, please contact the secretary of the jury.
- Members of the jury may not be nominated for the awards. The website [www.uu.nl/docentenprijs](http://www.uu.nl/docentenprijs) lists the winners and the members of the jury; in case of doubt, please contact the secretary of the jury.

### Conditions nominating study associations

The nominations are made by the (faculty-based) study associations, for example by the board or a jury of the study association. A requirement is that students who nominate a teacher have taken classes with him or her. If there is no member of the board or the nominating committee who has taken classes from the teacher, additional members need to be involved in the process. The study association should also ensure sufficient support for the nomination among students in the programme.

### Conditions portfolio

The study associations are responsible for compiling and submitting complete portfolios for the teacher they are nominating. Compiling this portfolio needs to follow a set format. This format will be published in September 2024 on [www.uu.nl/docentenprijs](http://www.uu.nl/docentenprijs) en will be emailed to study associations.

## The criteria

### Criteria Outstanding Teacher Award 2025

1. **Teaching experience:** the teacher has more than five years of academic teaching experience on the nomination submission deadline date (experience during PhD-track counts pro rata);
2. **Vision on teaching:** the teacher has a clear vision on how the student acquires relevant knowledge of and needed skills for the discipline and what role the teacher plays in this process. The teacher effectively translates this vision in their teaching.\*
3. **Interaction with students and the student's learning experience:** Through interaction, the teacher stimulates the student to explore the discipline actively, critically and independently. The teacher ensures that his or her teaching activities provide students with new knowledge about and/or skills in the discipline concerned.
4. **Visibility in the programme:** The teacher is visible within the programme and contributes to a smoothly running educational process.\*\*
5. **Visibility outside the programme:** Preferably, the teacher is also visible outside the degree programme.\*\*
6. **Teacher & team:** The teacher takes a central role within the team of fellow teachers, inspires and supports colleagues, participates in the exchange with peers of educational

experiences and ideas, and thereby contributes to a collegial educational culture within the study programme. \*\*\*

\* For example, think of how research or society play a part in his or her teaching method; the way the teacher uses feedback and assessment; a reflection on how this teacher acts in a coaching role; and/or a reflection on how the teaching vision and chosen teaching methods are linked (including educational innovation).

\*\* For example, think about informal and, preferably, also formal roles such as coordinating courses, contribution to educational innovation or involvement in a university body such as a degree programme advisory committee.

\*\*\* For this criterium, seek information and input from colleagues and superiors of the nominated teacher. This criterium can also play a role in the letters of recommendation from colleagues.

### **Criteria Teacher Talent Award 2025**

1. **Teaching experience:** the teacher has no more than five years of academic teaching experience on the nomination submission deadline date (experience during PhD-track counts pro rata);
2. **Vision on teaching:** the teacher has a clear vision on how the student acquires relevant knowledge of and needed skills for the discipline and what role the teacher plays in this process. The teacher effectively translates this vision in their teaching.\*
3. **Interaction with students and the student's learning experience:** Through interaction, the teacher stimulates the student to explore the discipline actively, critically and independently. The teacher ensures that his or her teaching activities provide students with new knowledge about and/or skills in the discipline concerned.
4. **Visibility:** The teacher is visible within the degree programme and contributes to a smoothly running educational process. Preferably, the teacher is also visible outside the programme\*\*.
5. **Teacher & team:** The teacher works well with colleagues and within the educational organisation, inspires and supports fellow teachers, thereby contributing to a collegial educational culture within the team\*\*\*.

\* For example, think of how research or society play a part in his or her teaching method; the way the teacher uses feedback and assessment; a reflection on how this teacher acts in a coaching role; and/or a reflection on how the teaching vision and chosen teaching methods are linked (including educational innovation).

\*\* For example, think about informal and, preferably, also formal roles such as coordinating courses, contribution to educational innovation or involvement in a university body such as a degree programme advisory committee.

\*\*\* For this criterium, seek information and input from colleagues and superiors of the nominated teacher. This criterium can also play a role in the letters of recommendation from colleagues.

### **The prizes**

The Outstanding Teacher Award carries a challenge trophy and a cash prize of €5.000; the Teacher Talent Award cash prize has been set at €3.000. All non-winning short-listed teachers receive a prize of €1.000. The study association that nominates a winning teacher receives a cash amount of €1.000 to be spent as it sees fit.

### **The jury**

#### **Composition**

The jury of the Teacher Awards is composed of teaching staff and students. The teaching staff includes earlier award winners, the student members represent the study associations that nominated the winning teacher in the previous year. The teaching staff are on the jury for a term of three years with the possibility to extend this term. The composition of the jury Teacher Awards 2025 can be found on [www.uu.nl/docentenprijs](http://www.uu.nl/docentenprijs). The secretary of the jury will be Anouk Rademaker at the Centre for Academic Teaching and Learning. Contact details can be found at the bottom of this document.

## Assessment process

The jury will ensure that nominations are judged on quality in an independent and unprejudiced manner. The jury attaches great importance to the transparency of the judging process. Where a (semblance of a) conflict of interest arises, clear rules are in place to deal with this. If a nominee is from the same programme as the jury member, the jury member will abstain from voting. All jury members are bound to confidentiality.

## The procedure

	Timepath	Activity
Round 1	September 2024	Publication criteria, format and procedure 2025 Teacher Awards
	Monday 30 September 2024, 15.30 – 17.00h	Information meeting study associations
	September/October 2024	Compiling and submitting portfolios
	Friday 15 November 2024, 12.00h noon	Submission deadline portfolios
	Tuesday 21 January 2025	First jury meeting
Round 2	Before 27 January 2025	Announcement short-lists of nominated teachers
	January / February 2025	Compiling and submitting supplementary portfolios nominated teachers + prepare oral statement for jury
	Tuesday 11 February 2025, before 12.00 noon.	Submission deadline supplementary portfolios
	Thursday 27 February 2025	Oral statement for jury
	Thursday 6 March 2025	Announcement winners and award ceremony Teacher Awards at Onderwijsfestival (Education Fair)
	Wednesday 26 March 2025	Dies Natalis Utrecht University

### Start procedure

In September 2024, the procedure, criteria and format for the portfolio UU Teacher Awards 2025 will be published on [www.uu.nl/docentenprijs](http://www.uu.nl/docentenprijs). All study associations will receive an email with invitation to submit portfolios. Directors of education will be notified of this call for nominations.

### Information meeting

On Monday 30 september, 15.30 -17.00h, the jury will organise an information meeting for study associations about compiling the portfolios for the 2025 Teacher Awards. Please note: we expect you to register for this information meeting.

[Register for the infomeeting here](#)

### Preparation selection rounds

Given the tight timeschedule, study associations are advised to inform their new board early according to the procedure, criteria and format. They are also advised to start with their preparations for the portfolios for the first selection round. In addition, study associations can consider collecting film material of their nominated teacher before the short-lists are announced. This will aid the short period of time between the announcement of the short-lists and the submission deadline for the supplementary portfolios.

### First selection round

In the first selection round, study associations nominate teachers, for the Teacher Talent Award and for the Outstanding Teacher Award. The jury will assess the portfolios and select a number of teachers for each category.

### *Compiling the portfolio*

Teachers are nominated by means of a portfolio wherein the teacher will be reviewed from three points of view: students, the teacher him-/herself and his/her peers. The study association is responsible for compiling and submitting the complete file consisting of:

1. The teacher's cv, which should give particular focus to his or her teaching career. A list of publications is of secondary importance. Also mention his/her date of birth;
2. A worked-out vision on teaching, written by the nominated teacher;
3. A letter of recommendation written by the study association, explaining why the teacher deserves the prize using the above criteria. Each criterion must be addressed using at least 1 concrete example from the teacher's teaching practice.
4. Two letters of recommendation, written by colleague teachers.

The study associations are responsible for compiling and submitting complete portfolios for the teacher they are nominating. Compiling this portfolio needs to follow a set format. This format will be published in early September 2024 on [www.uu.nl/docentenprijs](http://www.uu.nl/docentenprijs) en will be emailed to study associations.

### *Submitting the portfolio(s)*

The submission deadline is **Friday 15 November 2024, 12:00 noon**. The nomination must be submitted electronically, in one PDF file via e-mail to [cat@uu.nl](mailto:cat@uu.nl). Mention the name of the teacher, category (Outstanding Teacher Award / Teacher Talent Award) and study association in the subject line. All nominations will be treated in the strictest confidence. Incomplete portfolios will not be considered. Keep in mind that the date on which the portfolio is submitted digitally, is considered to be the decisive submission date.

### *Selection of short-listed nominees*

In the first selection round, the jury will assess all nominations. Candidates will be short-listed on the basis of an individual assessment by the jury members of their contributions/achievements in university teaching. Per criterion each jury member will award a score (of 1-10). A jury member will abstain when a candidate is a direct colleague from the same degree programme. The jury will select a maximum of four teachers in each category. The jury meetings are not public.

### *Accouncement of short-listed nominees*

Short-listed nominees will be notified of their nomination in writing. Those who have not been selected will also receive written confirmation of this. The study associations will also be informed in writing of the short-listed candidates. The short list of nominees will be widely publicized, among other things through publication in the University Digital Newspaper and through Utrecht University's website.

## **Second selection round**

In the second selection round, the study associations will supply a supplementary portfolio for the short-listed teachers in the Outstanding Teacher and Teacher Talent categories. Furthermore, they will provide an oral presentation for the jury. The jury will assess the short-listed candidates a second time and will select a winner for each category.

### *Compiling the supplementary portfolios*

Study associations of the short-listed candidates will be requested to submit additional material for the second selection round. The jury has made a deliberate choice to formulate fewer guidelines for this supplementary portfolio, so that study associations can use their creativity in expressing the unique qualities of their teacher. The supplementary portfolios consists of:

- Two course evaluations, including a qualitative analysis of the most notable points and the points most often mentioned in the evaluations.
- Material to characterize the teacher, e.g. study guides, video's. At least a video fragment fo max. 5 minutes of one or more contact moment.

### *Submission supplementary portfolios*

The submission deadline for the supplementary portfolios is **Tuesday 11 february 2025, 12.00 noon**. The files need to be submitted digitally via [cat@uu.nl](mailto:cat@uu.nl). When sending larger files, WeTransfer, SURF File share or similar can be used. Mention the name of the teacher, category (Outstanding Teacher Award / Teacher Talent Award) and study association in the subject line. All nominations will be treated in the strictest confidence. Incomplete portfolios will not be considered. Keep in mind that the date on which the portfolio is submitted digitally, is considered to be the decisive submission date.

### *Oral presentation for the jury*

The study associations of nominated teachers will be invited to have an interview with the jury during the second meeting of the jury on **Thursday 27 February 2024, 13.00 – 17.00h**. This consists a 5-minute presentation and a Q&A session with the jury (10 minutes). The associations concerned will receive an invitation after the nominations have been announced. Study associations are free to determine the form and contents of their presentation. They are also free to decide who gives the presentation, as long as students are involved who have been taught by the teacher in question.

### *Selection of the winners*

In the selected round, the jury assesses the candidates again. They will select the eventual winners based on the entire collection of portfolios: the initial documents, the supplementary portfolios and the oral presentations. The second jury meeting will start with the presentations by study associations. After these, the jury will discuss the criteria per candidate. A member of the jury abstains when a candidate is a direct colleague from the same programme. Per award one winner will be selected. A jury report will be compiled, which will contain a motivation of the choice made by the jury. The jury report will be presented to the Executive Board for approval.

### **Announcement and award ceremony**

The winners of the Teacher Awards 2024 will be announced at the *Onderwijsfestival*, on Thursday 6 March 2025. The official awards ceremony will also take place there. The winners will also attend the celebration of the Dies Natalis, on Wednesday March 26th 2025. The students who have nominated the winners of the awards will be asked to take part in the jury the following year and to present the awards during the *Onderwijsfestival*. The *Onderwijsfestival* and the Dies Natalis celebrations are public events and open to students, so feel free to write these dates in your diary.

### **Information and questions**

For further information and questions about the UU Teacher Awards please contact the secretary of the jury, Anouk Rademaker ([a.m.rademaker@uu.nl](mailto:a.m.rademaker@uu.nl) and 06 - 42230319).

*Last update: September 2024*