

## **Outstanding Teaching Award (OTA) and Excellence in Teaching Award (ETA) Nomination Narrative – Guidelines and Instructions**

Follow the instructions below to prepare and submit your two-page teaching narrative, upon receiving an invite from the Teaching & Learning Centre (TLC).

### **Guidelines**

This teaching narrative presents your most significant contributions to student learning over the past four semesters, and how the contributions have supported/ influenced students to learn.

This narrative could include:

- a. your teaching philosophy and how it is consistent with SUSS's mission/ vision/ values;
- b. details of how you have contributed to student learning through innovative pedagogies, assessment or curriculum enactment;
- c. details of how you have engaged students of different programmes e.g., undergraduate, postgraduate, CET;
- d. course details and student profile of your most satisfying teaching endeavour over the past four semesters;
- e. how you have evaluated your teaching and made subsequent improvements across courses/classes;
- f. contributions to the scholarship of teaching and learning; and/or
- g. artefacts as evidence of significant contributions to student learning such as photos of class sessions, students' note(s) of appreciation etc.

### **Instructions**

1. Your narrative must not exceed two A4-size pages (Arial font; size 12; line spacing 1.15, margin of 1" throughout). Any artefacts or supporting documents/ annexes/ appendices should be included as part of the two-page narrative. Attachments outside of the two-page narrative will not be included for the judging.
2. All forms of personal identifier must not be indicated anywhere in your self-narrative. This includes your name, PI number, email addresses etc.
  - If including photographs as part of your self-narrative, your face must be masked.
  - If including publications as part of your self-narrative, your name and initials as an author must be redacted.
3. Hyperlinks cannot be included anywhere in your self-narrative.
4. Save your self-narrative in PDF format, and name the file with your PI number e.g., *E1234567.pdf*. This pdf file should be a two-page document and should not include this instruction page.
5. Email your narrative to [tlc@suss.edu.sg](mailto:tlc@suss.edu.sg) using your SUSS email account.