

**AUTONOMOUS ORGANIZATION OF EDUCATION  
NAZARBAYEV UNIVERSITY**

**NAZARBAYEV UNIVERSITY**

**TEACHING AWARDS GUIDELINES**

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Approved by the resolution of the Academic Council of  
the autonomous organization of education “Nazarbayev University”  
Minutes # 24 of March 18 2020



Nur-Sultan city

2020

## 1. Introduction

1. These guidelines will assist the Nazarbayev University (hereinafter - the NU) Learning and Teaching Committee to recognize outstanding university teaching performed by faculty, teaching fellows, instructors and graduate teaching assistants. These awards complement School level teaching awards.

## 2. Requirements

2. Each March, the Chair of the NU Learning and Teaching Committee will call for nominations for the NU level teaching awards. Nominations are to be provided to the Chair of the School level Learning and Teaching Committee according to the timeline in Appendix 1.

3. All faculty members, teaching fellows, instructors and graduate teaching assistants, with the exception of the current members of the University Learning and Teaching Committee, can be nominated for a teaching award. Self-nominations are acceptable. All nomination forms need to be signed by a colleague familiar with the teaching of the nominee, or the appropriate Dean, Vice-Dean or Department Chair.

4. The Sharing NU Experience Award is open to all NU academic, administrative and research employees. Applicants for this category from outside the Schools should submit their applications to the GSE School level Learning and Teaching Committee.

5. Applications to all categories can be submitted by individuals or by groups of up to six people.

6. Teaching awards will include the following categories, consistent with the approved NU Learning and Teaching Strategy:

Category Number	Category Name
1	Innovative Teaching
2	Integrating Research and Teaching – The Sofiya An Award
3	Inclusive Teaching
4	Academic Integrity – The Kehinde Award
5	Internationalisation
6	Leadership in Teaching
7	Sharing NU Experience (open to all NU employees)
8	Graduate Teaching Assistant Award for Teaching Excellence (open to GTAs only) – <b>starting from 2021</b>
9	Master Teacher (open only to winners of <b>two</b> previous NU Teaching Awards)

7. Each nominee will complete the nomination form provided (Appendix 2 to these Guidelines).

8. Nominees may choose to enter more than one category but the School Learning and Teaching Committee will decide which category is the most appropriate to be submitted to the NU Learning and Teaching Committee.

### 3. Criteria

9. Criteria for judging the NU Teaching Awards are listed below:

1) Innovative Teaching. The nominee has demonstrated:

Innovative use of technology and/or;

Innovative pedagogy and/or;

Innovative assessments.

2) Integrating Research and Teaching. The nominee has demonstrated that:

Their teaching is informed by contemporary research; and/or;

They support students' research initiatives, both within and beyond the classroom; and/or;

They take a multidisciplinary approach to tackle complex research problems;

Their willingness to develop a researchers' mindset within the classroom environment.

3) Inclusive Teaching. The nominee provides evidence that they create a welcoming and supportive environment for all their students, regardless of national origin, race, gender, religion, sexual orientation, age, family status and special needs.

4) Academic Integrity. The nominee clearly defines academic integrity and motivates students to act with the highest international standards of integrity.

5) Internationalization. The nominee ensures that students receive an international experience, either through field research, study abroad, inclusion of international students or faculty or guest speakers, or other internationally focused learning experiences.

6) Leadership in Teaching. The nominee has taken a leadership role in mentoring other faculty, instructors or teaching assistants (e.g. through initiatives such as the Higher Education Academy train the trainer program, or other related programs). The nominee has participated in formal or informal mentoring programs to enhance the teaching skills of colleagues.

7) Sharing NU Experience. The nominee has reached out to the Kazakhstan and/or regional scholarly community to effectively share the NU experience through workshops, seminars, conferences or other methods.

8) Graduate Teaching Assistant Award for Teaching Excellence. This nominee has demonstrated a supportive environment for students, has encouraged a research mindset in the classroom and has shown a willingness to be innovative. This award is only available to Graduate Teaching Assistants.

9) Master Teacher. This award is available only to those who have already won two NU Teaching Awards in any category. The nominee has systematically met the criteria for two or more categories and has demonstrated, over a period of more than two years, that they are role models for excellence in teaching.

#### **4. Process**

10. School Learning and Teaching Committees (hereinafter – the School Committee) review nominations for the NU Teaching Awards, and select a maximum of one candidate per category from their own School, based on information provided in the completed nomination and criteria evaluation forms (Appendices 2 and 3). The Chair of the School Committee may choose to ask for additional evidence to support applications.

11. The School then submits the nomination form and supporting documents of the nominated person to the NU Learning and Teaching Committee.

12. All claims made in the applications must be clearly supported by evidence, as per the nomination form in Appendix 2.

13. This process shall be administered by the Secretary of the School Learning and Teaching Committee. The language of all documents shall be English.

14. The NU Learning and Teaching Committee reviews the nominations submitted by Schools and agree on the winner. There will normally be one winner in each of the nine categories.

1) If candidates enter more than one category, the School Learning and Teaching Committee will decide which category is the most appropriate.

15. Winners of the University Teaching Awards will receive a certificate of appreciation.

16. The University Teaching Awards process will be administered by the School Committees and NU Learning and Teaching Committee.

Appendix 1  
to the Nazarbayev University  
Teaching Awards Guidelines

**Summary and timeline:**

<p><b>1. Chair of NU Learning and Teaching Committee announces call for nominations for annual Teaching Awards</b></p>	<p><b>March</b></p>
<p><b>2. Faculty who would like to be considered for teaching awards submit their completed nominations, as per Appendix 2 of these Guidelines, to their School level Learning and Teaching Committee</b></p>	<p><b>Deadline: 30<sup>th</sup> April</b></p>
<p><b>3. School level Learning and Teaching Committees review nominations from their Schools and submit their recommendations, in each category, to the Chair of the NU Learning and Teaching Committee</b></p>	<p><b>Deadline: 15<sup>th</sup> May</b></p>
<p><b>4. NU Learning and Teaching Committee meet to decide the university level winners in each category</b></p>	<p><b>Late May</b></p>
<p><b>5. Winners of the Teaching Awards, in each category, will be notified. Deans and Schools will also be notified</b></p>	<p><b>Late May</b></p>
<p><b>6. The Provost and/or President present certificates to the winners in each category</b></p>	<p><b>Late September - October</b></p>
<p><b>7. At a time of their choosing, winners will showcase aspects of their teaching to the NU community</b></p>	<p><b>October – December</b></p>

Appendix 2  
to the Nazarbayev University  
Teaching Awards Guidelines

## NOMINATION FORM

### NAZARBAYEV UNIVERSITY TEACHING AWARDS

NAME.....

SCHOOL.....

**1. For which Teaching Award category would you like to be considered?**

Category Number	Category Name	✓
1	Innovative Teaching	
2	Integrating Research and Teaching – The Sofiya An Award	
3	Inclusive Teaching	
4	Academic Integrity – The Kehinde Award	
5	Internationalisation	
6	Leadership in Teaching	
7	Sharing NU Experience (open to all NU employees)	
8	Graduate Teaching Assistant Award for Teaching Excellence (for GTAs only) – <b>starting from 2021</b>	
9	Master Teacher (only for those who have previously won <b>two</b> NU Teaching Awards)	

## 2. Supporting Documents

We recommend that you use the following format for your supporting documents: <sup>1</sup>

- 1) Cover page, including your name and your School. If it is a group submission, all names and Schools should be included.
- 2) Table of contents, listing all supporting documents in order.
- 3) A cover letter to explain how these specific documents satisfy the category criteria.

It is an advantage to explain to the evaluators what the connections are and why these documents are evidence of teaching skills.

- 4) Description of how you might like to share your teaching skills with your colleagues and/or students inside and outside NU.

- 5) Supporting documents may include:

A class observation report from a colleague or external expert.

A summary of selected course evaluations, statistics and quotes.

One page letter of recommendation from a colleague (from within NU or from an external expert) indicating their support for your application.

Some portfolio items to showcase your work, for instance: samples of completed assessment tasks (written assessments, photos of prototypes, audio or video files); course specification forms; new program proposals; a statement from employers; and/or a short description of how you have responded to student feedback.

Your  
signature.....Date.....

Your nomination is seconded by:..... Date.....

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<sup>1</sup> Thanks to the Graduate School of Education for this format which is based on successful experiences within their School Learning and Teaching Committee.



## Appendix 3 to the Nazarbayev University Teaching Awards Guidelines

Nominee: \_\_\_\_\_  
 School: \_\_\_\_\_

- School Learning and Teaching Committee  
 NU Learning and Teaching Committee

Role:  Instructor  Assistant Professor  Full Professor  
 Graduate TA  Associate Professor  Teaching Fellow  Other: \_\_\_\_\_

<b>Innovative Teaching</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Integrating Research and Teaching– The Sofiya An Award</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Inclusive Teaching</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Academic Integrity – The Kehinde Award</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Internationalization</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Leadership in Teaching</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Graduate Teaching Assistant</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Sharing NU Experience</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>NU Master Teacher</b>  <small>IL</small> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>
Innovative use of technology	Teaching is informed by contemporary research	Create a welcoming and supportive environment for all their students, regardless of national origin, race, gender, religion, sexual orientation, age, family status and special needs	Clearly defines academic integrity in course material and assessment tasks	Ensures that students receive an international learning experience, either through field research, study abroad, inclusion of international students or faculty or guest speakers, or other internationally focused learning experiences	The nominee has taken a leadership role in mentoring other faculty, instructors or teaching assistants (e.g. through initiatives such as the Higher Education Academy train the trainer program, or other related programs).	Demonstrated a supportive environment for students,	Demonstrated a proactive, respectful, two-way dialogue with Kazakh universities and stakeholders to share NU experiences and to learn from each other.	Has previously won two NU Teaching Awards
Innovative pedagogy	Support students’ research initiatives, both within and beyond the classroom		Motivates students to act with the highest international standards of integrity		The nominee has participated in formal or informal mentoring programs to enhance the teaching skills of colleagues.	Encouraged a research mindset in the classroom	Shared both positive and negative experiences, in the spirit of continuous improvement and ongoing transformation	Is a role model for teaching at NU, and provides innovative, dynamic, research based learning experiences.



<b>Innovative Teaching</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Integrating Research and Teaching– The Sofiya An Award</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Inclusive Teaching</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Academic Integrity – The Kehinde Award</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Internationalization</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Leadership in Teaching</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Graduate Teaching Assistant</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>Sharing NU Experience</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H	<b>NU Master Teacher</b> <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> H
Innovative assessments	Take a multidisciplinary approach to tackle complex research problems					Shown a willingness to be innovative	Demonstrated innovative teaching skills.	Has provided creative ways to share their teaching skills within and beyond NU.
	Willingness to develop a researchers’ mindset within the classroom environment						Used data-driven approaches while sharing NU experiences.	Demonstrated collegiality within and beyond NU.

L=low M=medium H=high

Supporting documents/ evidence received

**Feedback for this nominee (to be completed by a member of the School or the NU Learning and Teaching Committee). Please check any relevant boxes.**

**Encourage to apply again next year.**

**More evidence required;**

**From colleagues and/or**

**From students and/or**

**From other sources.**

**Clearer explanations and rationale for teaching approach is required.**

**Clearer links to the specific award category is required.**

**This application has some gaps, for example.....Please ask your Vice Dean to provide you with mentoring.**

**This is a very strong application. Please consider providing mentoring to your colleagues on how to prepare applications for these Teaching Awards.**

**Any other comments.....**

**Committee Member signature.....**