### Check List

Your completed application form should include:

1. **The completed application form**
2. **A current job description**
3. **Supporting documentation.** Please provide examples, rather than full documents, with an explanation of each document’s relevance to the application.
4. **A reference**

### Key Aspects of Teaching and the Support of Student Learning

<table>
<thead>
<tr>
<th>Key area of activity</th>
<th>Information or evidence that might be presented in support of a claim for excellence</th>
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| **1. Quality of teaching and/or facilitation of student learning:** approaches to teaching that influence, motivate and inspire students to learn | Description of:  
- your overall involvement/approach to teaching  
- how you involve and motivate students  
- strategies you employ to promote:  
  - independent or self-directed learning  
  - peer-to-peer learning  
  - critical/analytical thinking  
  - oral/written communication  

Summary of the range of teaching methods you are involved in or you apply, i.e. clinical teaching (bedside/clinic/community), lectures, practical sessions, small group teaching (problem based/project based/case based).  
Comments on the quality of teaching should be verified by evidence from students and peers, for example:  
- student evaluation data (SEQ and locally-collected feedback)  
- Name and Proclaim and Top Teacher nominations  
- peer observation |
| **2. Quality of course design:** contribution to the design and planning of learning activities beyond individual teaching sessions | Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.  
Give examples of resources/materials developed that reflect:  
- your command of your field  
- the application of educational theory  
- the advancement of the curriculum as whole  
Provide details of any severe timetabling concerns and what actions you took to ensure they were overcome. |
| **3. Approach to assessment:** evidence of the enhancement of the formative and summative assessment processes | Provide examples of particularly positive student feedback about the execution of the course/module.

Indicate how you have represented your field/discipline and also how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum. |
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| **3. Approach to assessment:** evidence of the enhancement of the formative and summative assessment processes | Describe your involvement in formative assessment, e.g. the development of innovative ways of providing feedback to students.

Provide examples of involvement in summative assessments including:
- the organisation of exams
- feedback on exam process
- writing exam questions, standards setting, examining
- applying assessment strategies that foster student learning
- external examining
- enhancement of the assessment processes/procedures |
| **4. Student support and guidance:** evidence of your contribution to student support and pastoral care | Provide evidence of your involvement in:
- good practice in student support and pastoral care
- the information distributed to students
- your accessibility to help students
- good practice in supervision at all levels
- staff-student committees

Please give examples of the ways in which you have helped to tackle problems. |
| **4. Student support and guidance:** evidence of your contribution to student support and pastoral care | Summarise your participation in your own development as an educator. This can include staff development, training and theoretical courses.

Provide examples of how you have used student feedback or a critical incident to improve your educational work.

Describe your role in:
- the teaching team in your department
- mentoring and supporting less experienced teachers/colleagues

Where relevant, comment on your contribution to educational research:
- through the dissemination of subject materials, e.g. textbooks, videos, course guides
- through publications in pedagogic journals, conference presentations, etc. |
| **5. Professional development:** reflective practice on the contribution to learning and teaching in your discipline and to your own development as an educator | Summarise any innovations you have made and provide evidence of:
- how you identified an area in need of improvement
- how you introduced something new to student learning etc.
- how you improved an existing format/idea
- identifiable improvements from your innovations
- how you distributed your innovations to others |
| **6. Innovation:** evidence of innovation in student learning/teaching/evaluation/assessment etc. | Describe any occasions, actions, moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned. |
| **7. Other:** any additional, relevant information to support your application | Indicate how each member of the team is involved, which areas they are responsible for and how, as a team, you contribute to and enhance medical education. |