

Lincoln University Learning and Teaching Awards Guidelines and Criteria

Last updated: 23/04/26

1. BACKGROUND

Te Whare Wānaka o Aoraki Lincoln University (hereafter: Lincoln University) has a commitment to learning and teaching excellence. The Lincoln University Learning and Teaching Awards recognise Lincoln University staff for significant accomplishments and achievements in pursuit of teaching quality and taurira success.

Also refer to the Lincoln University Learning and Teaching Awards Procedure and the information on the [Learning and Teaching Awards page on Te Kete Wānaka](#).

2. APPLYING FOR THE AWARDS

Applying for the Lincoln University Learning and Teaching Awards is a two-step process:

1. Nomination
2. Portfolio submission

3. NOMINATION

Nominations for the Lincoln University Learning and Teaching Awards must be submitted using the nomination form available on the [Learning and Teaching Awards page on Te Kete Wānaka](#). Refer to the Lincoln University Learning and Teaching Awards Procedure for the nomination criteria.

The nomination form needs to:

- contain the nominee's name and contact information, or, if a group nomination, identify all group members
- outline the basis for the nomination (in 100 words or less), highlighting the key educational excellence of the individual or group being nominated
- include the name and signature of the nominator(s) and the nominee(s)

The completed nomination form must be sent to the Manager, Learning and Teaching Excellence by **5.00 pm on Friday 11 September 2026**. No late nominations will be accepted. Receipt of the nomination will be confirmed via email.

4. PORTFOLIO SUBMISSION

The portfolio should provide evidence to demonstrate how the nominee(s) has(have) met the award criteria. It is important that the portfolio conveys an interesting and compelling story through an array of evidence.

All portfolios, regardless of the Award, must be prepared using the portfolio template available on [Learning and Teaching Awards page on Te Kete Wānaka](#). Note, this template uses Arial 12 pt font, 1.5 line spacing, and 2.54 cm margins. Portfolios must include:

- the Portfolio Coversheet available on Te Kete Wānaka. This includes a maximum 25-word citation that summarises the learning and teaching approach of the nominee(s). This should be written in the third person and if the portfolio is successful, this citation will be read at the Lincoln University Annual Staff Awards, starting with the phrase “[recipient’s name(s)] has(have) been awarded a Lincoln University Learning and Teaching Award for ...”. Note, the Portfolio Coversheet is not included in the portfolio’s word limit.
- a History of Tertiary Education Form, available on Te Kete Wānaka, for each individual or group member. Note, this form is not included in the portfolio’s word limit.
- a representative sample of taurira, course and teaching feedback from the time period covered by the portfolio. This needs to be woven into the narrative and must not be added as an appendix. Citations and summaries of feedback need to be referenced by course title/cohort and year, or other identification relevant to the particular context.
- captions for all images. Note that up to ten images can be included. Please do not submit composite images.

Portfolios for the Lincoln University Early Career Learning and Teaching Award and the Lincoln University Excellence in Learning and Teaching Award must:

- not exceed 3,000 words, with a total maximum length of audio and video of 10 minutes which will leave a minimum of 1,000 words for other content.
 - all words in tables, charts, or illustrations that are predominately text, count. Note, every 30-second audio or video, or part thereof, equates to 100 words. The maximum length of any one audio or video file is 2 minutes. For any audio or video, include a link to the mp3 or mp4 file available on Lincoln University’s video management system (Panopto), in the portfolio. Add text in the portfolio that signposts how the audio or video demonstrates that the criteria are met.
- include a maximum of three formal references or support letters (e.g. from taurira, peers, employers of former taurira, community members). These letters might explicitly address some or all of the criteria to support your case for excellence in learning and teaching. Letters should generally be no longer than a single page and should be presented as a letter or statement, not necessarily formal. Note, the formal references are not included in the portfolio’s word limit.

Portfolios for the Lincoln University Innovation in Learning and Teaching Award must:

- not exceed 1500 words, with a total maximum length of audio and video of 5 minutes which will leave a minimum of 500 words for other content.
 - all words in tables, charts, or illustrations that are predominately text, count. Note, every 30-second audio or video, or part thereof, equates to 100 words. The maximum length of any one audio or video file is 2 minutes. For

any audio or video, include a link to the mp3 or mp4 file available on Lincoln University's video management system (Panopto), in the portfolio. Add text in the portfolio that signposts how the audio or video demonstrates that the criteria are met.

All portfolios may be prepared by the nominee(s) or by others on behalf of the nominee(s). Learning and Teaching Excellence will provide support in the form of a workshop, individual consultation, and a preliminary review of the portfolio.

All portfolios are to be submitted as a single pdf file via the Teaching at Lincoln page on Akoraka | Learn **by 5.00 pm on Monday 2 November 2026**. No late portfolios will be accepted. Receipt of the portfolio will be confirmed via email. Portfolios will be checked and returned to the nominee(s) and not submitted to the Lincoln University Learning and Teaching Awards Committee if they do not meet the portfolio criteria.

5. CRITERIA

Nominees must describe and provide evidence of how they meet the criteria below.

5.1 OVERARCHING CRITERIA

The Lincoln University Learning and Teaching Awards Committee will be looking for evidence that nominees, regardless of Award:

- a) are strongly focused on sustained contribution to, and impact on, taura success.
- b) inform their practice from sources such as course evaluations, research, self-reflection, colleagues, peer reviews, taura, former taura, and other relevant stakeholders.

5.2 EARLY CAREER AND EXCELLENCE AWARD CRITERIA

Nominees for the Lincoln University Early Career Learning and Teaching Award and Lincoln University Excellence in Learning and Teaching Award must also demonstrate:

- a) they are proactive in their own professional development as educators and content specialists.
- b) they have made a significant contribution to the educational practice of colleagues (internal and/or external), to relevant communities, and/or to their particular discipline/focus area.
- c) they have engaged with the Scholarship of Learning and Teaching (SoTL)
- d) their teaching practice is aligned with the Lincoln University Strategy, Graduate Profile, Learning Model (Whenua ki te Whenua) and supporting plans.

The nominee's portfolio should provide commentary and evidence about the overall quality of practice, including addressing the following:

Whakaakoako | Educational practice

- a) Explain your practice, how it is responsive to taura needs, and how you motivate and encourage taura.
- b) Describe the change(s) that you have made, the reason for the change(s) and provide evidence of the effect(s) they have had on your taura, including priority cohorts.
- c) Describe your approach(es) to assessment and feedback and how they have contributed to taura success.

Rakatirataka | Leadership

- a) Describe how your practice has demonstrated rakatirataka | leadership in improving outcomes for taura.
- b) Highlight the ways in which your practice has influenced and developed the capabilities of others, including colleagues, your wider institution, and others on either a national or international level.
- c) Provide evidence of the impact your leadership in learning and teaching has had on taura and other educators.

5.3 INNOVATION AWARD CRITERIA

Nominees for the Lincoln University Innovation in Learning and Teaching Award must also:

- a) address a specific, identified teaching or learning challenge
- b) show how the practice is new to the context, or how it is a novel adaptation of an existing practice.
- c) be student-centred and shift focus from passive learning to active engagement, encouraging collaboration, critical thinking, and problem-solving.
- d) be aligned to the Lincoln University Strategy, Graduate Profile, Learning Model (Whenua ki te Whenua) or supporting plan.

The nominee's portfolio should provide commentary and evidence about the overall innovative practice, including addressing the following:

Whakaakoako | Educational practice

- a) Explain your practice, how it is responsive to the needs of taura, and how you motivate and encourage learners.
- b) Describe the effect(s) the innovative practice has had on your taura, including priority cohorts.
- c) Explain how the practice represents a pedagogical innovation that enhances teaching effectiveness and enriches taura learning experiences.

6. ADDITIONAL INFORMATION

If you have questions about the Lincoln University Learning and Teaching Awards procedure, guidelines or criteria or would like assistance with a nomination and/or portfolio submission, please [contact Teaching Enhancement](#).