



AALBORG UNIVERSITET

**Faculty Office for
ENGINEERING, MEDICINE and
TECH**

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Education and Programs

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GUIDELINES FOR APPOINTING TEACHER OF THE YEAR AT THE FACULTY OF ENGINEERING AND SCIENCE

“Teacher of the Year at the Study Board”

1. In all study boards, the student representatives nominate a candidate for "Teacher of the Year" at the relevant study board. The nomination is based on the criteria in Appendix 1.

The students on the study board appoint the "Teacher of the Year at the Study Board for _____" at the May meeting or shortly thereafter. This individual is also appointed as the study boards' candidate for "Teacher of the Year at the Faculty of Engineering and Science" who is selected in October (see item 3).

The nomination is forwarded to the Faculty Office for ENGINEERING, MEDICINE and TECH at eng-sund-tech@adm.aau.dk

The presentation of the awards for Teacher of the Year at the Study Board is arranged by the individual study boards and may take place, for example, at the graduation ceremony in June.

2. Each teacher appointed as "Teacher of the Year" by a study board receives DKK 25,000 that is paid as a tax-free gift. The cost is covered by the department where the award recipient is employed.

“Teacher of the Year at the Faculty”

3. At the end of October, the faculty office convenes the co-chairs of the study boards in order to prepare the nomination for the dean as to who among the candidates will be "Teacher of the Year at the Faculty of Engineering and Science".

The name of the recipient of "Teacher of the Year at the Faculty of Engineering and Science" is confidential until the month of February at which time the award is presented at the faculty's joint winter graduation ceremony.

The recipient of the title "Teacher of the Year at the Faculty of Engineering and Science" receives DKK 25,000 from the Obel Family Foundation which is paid as a tax-free gift. The presentation of the award takes place at the university's annual celebration in April.

The name of the person nominated for "Teacher of the Year at the Faculty of Engineering and Science" and thus the faculty's candidate for the "Obel Family Foundation Teaching Award" is forwarded to the rector's secretariat at rektorsekretariat@adm.aau.dk no later than February 1.

"Obel Family Foundation Teaching Award"

4. Based on the faculties' nominations (see item 3), the Strategic Council for Education decides which of the candidates that will receive the "Obel Family Foundation Teaching Award".

The name of the recipient of the "Obel Family Foundation Teaching Award" is confidential until the annual celebration and is first made public during the doctoral promotion ceremony at the university's annual celebration.

The recipient of the "Obel Family Foundation Teaching Award" does not receive the DKK 25,000 for the title as "Teacher of the Year at the Faculty" but instead receives an award of DKK 50,000.

Approved by the dean

June 2017

Appendix 1: Criteria for Nominating Teachers for "Teacher of the Year"

For students

It is a great honor to be nominated for Teacher of the Year, and it is important that students make every effort to describe why your teacher should be honored.

To this end, Aalborg University has established a number of criteria that you can use as a basis for justifying your choice in a written nomination. Not all criteria are perhaps equally relevant for the teacher you wish to nominate but it is important that you carefully consider why your teacher is an excellent teacher who should be recognized for their ability to communicate, motivate, and engage you and, not least, facilitate an effective learning process grounded in the university's problem and project based learning model. All types of teaching activities are relevant to consider: supervision, lecture, classroom instruction, lab work, virtual activities, cooperation with companies, etc.

Consider the following criteria/questions when you prepare the written nomination for Teacher of the Year:

- Is the teacher/supervisor deeply committed to their teaching and supervision? Are they passionate about their subject and able to convey this enthusiasm to the students?
- Is the teacher skilled at using the university's problem and project based learning model to foster eminent learning, an extraordinary high academic level and a great deal of commitment on the part of the students?
- Does the teacher/supervisor communicate their research in an inspiring and innovative way?
- Does the teacher/supervisor stimulate independence and critical reflection on the part of the students?
- Is the teacher/supervisor skilled at making the subject relevant, for example, by encouraging cooperation with external parties?
- Does the teacher/supervisor stimulate the students' curiosity and inspire the students to make an extraordinary effort?
- Does the teacher/supervisor make difficult material understandable for the students?
- Is the teacher a role model? Someone the students look up to academically and as a person?