

**THE EDUCATION UNIVERSITY OF HONG KONG**  
**FACULTY OF HUMANITIES**

**Schedule for the Faculty Teaching Award Scheme 2024/25**

<b>Dates*</b>	<b>Activities</b>
14 February 2025 (Fri)	<p><b><u>Nomination Deadline</u></b> Deadline to submit the Nomination Form to the Heads of Departments/Centre of the nominees</p>
17 February (Mon) – 3 April 2025 (Thu)	<p><b><u>Head of Department/Centre</u></b></p> <ul style="list-style-type: none"> <li>- To screen out nominations which are below the threshold score of teaching performance</li> <li>- To invite nominees to submit a teaching statement (max 5 pages) and evidence-based materials (max 2 pages)</li> <li>- To forward the nomination forms, teaching statements and other related materials to the Departmental/Centre Learning and Teaching Committee</li> </ul> <p><b><u>Departmental/Centre Learning and Teaching Committee</u></b></p> <ul style="list-style-type: none"> <li>- To shortlist nominees based on nominees' submission</li> <li>- To submit the following documents <u>via relevant Head of Department/Centre</u>, to the Faculty Selection Panel:               <ul style="list-style-type: none"> <li>(i) Nomination forms and nominees' submissions</li> <li>(ii) A brief report on the number of nominations received and a statement of support for each nominee</li> </ul> </li> </ul>
15 April (Tue) – 30 May 2025 (Fri)	<p><b><u>Faculty Selection Panel</u></b></p> <ul style="list-style-type: none"> <li>- To consider the shortlisted nominees based on the nomination forms, nominees' submission as well as the recommendation of the respective departments/centre</li> <li>- To invite nominees to attend a meeting, if necessary</li> <li>- To recommend the list of awardees to Dean(HM)</li> </ul>
2 June (Mon) – 6 June 2025 (Fri)	<p><b><u>Dean(HM)</u></b></p> <ul style="list-style-type: none"> <li>- To consider and approve the list of awardees</li> <li>- To announce the awards</li> </ul>
August – October 2025	Presentation Ceremony (Faculty's events/occasions)

\*It is the tentative schedule which is subject to change depending on the actual operational needs.