Guidelines for the Award of Best Personal Tutor - 2018/2019

1.0 Eligibility

Any member of academic staff of The University of Trinidad and Tobago who has responsibilities as a Personal Tutor (PT) during the academic year 2018/2019 is eligible to be nominated for this award. Nominations may be submitted by both students and/or staff. A personal tutor cannot self-nominate.

2.0 Awards Criteria

Nominations should address the following criteria:

Criterion 1: Student’s feedback on rating of tutor on a scale of 1-5. The key points covered in the student’s survey questionnaire are as follows:

- The level of involvement of tutor in his/her tutee’s academic development via advising on study skills, exam preparations, adjusting to techniques of learning styles, etc.
- The ability of the tutor to identify students at risk and timely reporting.
- Student views on his/her tutoring relationship and trust which supplement classroom and individual study.
- Student views on his/her tutor’s professionalism with respect to confidentiality of information, sharing of the tutor’s own experiences and, exhibiting manners in conversation.

Criterion 2: Use of personal tutoring to enhance the students’ learning experience

- Engaging students so that they are encouraged to commit to the development of their personal, learning and employability skills to improve their learning experience.
- Engagement with the University’s regulations, frameworks, policies and guidelines by providing academic support, advising and highlighting best practices.
- Identifying, supporting and prioritizing the academic needs of all students, especially underperforming students.

Criterion 3: Championing personal tutoring at the unit level

- Promoting and developing personal tutoring and academic support by contributing to the development of the Unit’s initiatives.
- Demonstrating the ability of the PT to go above and beyond their role in academic support.
- Assisting with personal tutoring and student support by contributing toward initiatives that facilitate a student centered environment.
3.0 Selection of the Personal Tutor (100 points)

- Peer’s Assessment / Programme Leader’s Assessment (50 points)
  - Submission of a Supporting Testimonial by the Programme Leader or a Peer Tutor.
    In the supporting testimonial, which should be no more than 500 words, the following can be described about the nominee:
    - A mentor for other tutors
    - One who shows initiative and creativity in tutoring
    - One who seeks additional responsibilities within the Personal Tutoring system
    - One who shows personal and professional growth by participation in workshops, seminars, classes to learn new skills, etc.

- Student’s Assessment (50 points)
  - Serves as a role model for students (25 points)
  - Shows initiative and creativity in tutoring (25 points)

4.0 Process for Nomination

- On Tuesday 2nd April, 2019, the University will begin accepting nominations for the Award of Best Personal Tutor for the Academic Year 2018/2019.
- Ensure all nomination forms submitted have been signed.
- Return the nomination form along with a Supporting Testimonial to the Office of the Provost or via email to (provost@utt.edu.tt) by 26th April, 2019.

Nominations will be reviewed prior to evaluation by a panel of judges comprising senior members from:

- The Office of the Provost (Two nominees)
- Corporate Secretary
- Quality Assurance and Institutional Effectiveness (QA&IE)
- Entrepreneurship and Business Development
- Professional Education Unit (PEU)
- The Learning Centre (TLC)

The panel of judges chaired by the President and Provost (Ag.) (or designate), will evaluate all nominations. Winners will be notified of the panel's decision, and the announcements will be made on the University’s intranet. The panel’s decision is final.

In order to raise awareness of the personal tutoring system and its excellence, winners will be expected to facilitate workshops, publicize their work by posting articles, presentations and video interviews on the University’s intranet, in collaboration with the Office of the Provost.