

OPEN UNIVERSITY STUDENTS ASSOCIATION**Central Executive Committee (CEC)**

22 – 24 April 2022

ANNUAL TUTOR AWARDS PROPOSAL

The CEC is asked to:-

- i) **Note** that this proposal was approved by the CEC via forum discussion on Monday 28th March, 2022. The approval for this was 14 for and 0 against.
- ii) **Note** that this proposal was approved by the BoT via forum discussion on Monday 28th March, 2022. This included a request for funding of up to £2000 to support this initiative. The approval for this was 5 for and 3 against.
- iii) **Note** for the record the approved funding request (Appendix B) and supporting business case (Appendix C) submitted to the BoT.

1. Executive Summary

- 1.1. This proposal aims to recognise a tutor from each faculty and Access who has gone above and beyond in their support of students in the last 18 months. Through student nominations and panel led by each respective FAR, a winner of this award will be determined, with an award presented at an event as part of Freshers in September 2022.

2. Background

- 2.1. At present, there is no consistency in tutor recognition across the faculties, with some having internal processes to recognise tutors, and some having nothing at all. Additionally, there is no process within the Students Association for recognising tutors, despite previous versions of similar events.
- 2.2. Given events over the last two years, which include the pandemic, disruption caused by changes to the timeline for the AL contract and industrial action, it is felt that recognising tutors who make a positive difference to OU students is a worthwhile cause. Additionally, we often see students wanting to pass on positive feedback not knowing how to do so, and this could provide an avenue to achieve this.

3. Purpose

- 3.1. Recognise and celebrate the hard work of tutors, particularly those who go above and beyond, in supporting OU Students.

- 3.2. Support the growth of relationships between the Students Association and tutors.
- 3.3. Provide an opportunity for students to give positive feedback on their experiences with particular students.

4. Timeline

18th March – CEC Comments to be received

22nd March – 28th March – Proposal submitted to CEC and BoT for approval.

4th April – 9th May – Nomination period open via MS Forms

5th April – 19th April – Increased awareness via Students Association channels (this is between election nominations closing and being released).

20th April – 9th May – Expressions of interest welcomed from existing volunteers to sit on shortlisting panels.

Mid-June – End of June – Shortlisting panels decide a winner.

July CEC and BoT Meeting - Winners names passed to CEC/BoT for any objections.

September 2022- Winner invited to an on-campus event as part of Freshers.

- 4.1. The timeline has been designed to consider conflicting Association and Student priorities (elections, final assignments etc.), whilst fitting with the Associations plans for the 50th Anniversary. Nominations will be open at a time where students are still engaged, prior to most going on a summer break.

5. Nomination Process

- 5.1. A webpage will be made on www.oustudents.com advertising the awards. On this page, links will be added to nomination forms (using MS Forms), one for each faculty and one for access modules. These forms will be used to collect information that will help make the shortlisting panel make any decision. This will include:
 - Tutor name
 - Module
 - Explanation of how tutor has gone above and beyond their normal responsibilities to support the student.
 - Examples of how this was achieved (extra study skill sessions, extra support etc.).
 - How this has helped the student.
 - A testimonial (maximum 200 words) to be used if their nomination wins.
 - Nominator's name.
 - Nominator's email address.
- 5.2. The Students Association's social media channels and email list will be used to help support the advertisement of this awards process.
- 5.3. Additionally, FAR's will utilise contacts within their respective faculties to get the message out to the students. This could be via direct emails, news stories on module pages etc.
- 5.4. The main effort in advertising the awards will take place between the 5th and 19th of April, taking advantage in the downtime of the election process. However, nominations will be received up until the 9th May, to allow students extra time during this busy time.

6. Shortlisting

- 6.1. Each award (5 in total) will have its own shortlisting panel, chaired by the respective FAR. The panel will meet between middle and end of June. to decide a winner. They will also have the discretion to award a certificate recognising any runners-up they feel merited this acknowledgement.
- 6.2. The shortlisting panel will be bound by the Terms of Reference (Appendix A) and will be made up of the FAR and 4 other volunteers. Initially, these volunteers will be chosen, via EOI's, from our current volunteers. These EOI's will be invited between the 20th of April and the 9th of May.

7. Ratification

- 7.1. Following the decision of the shortlisting panel, the names of those chosen to be a recipient of the award will be presented to both the CEC and BoT to raise any objections at their respective July meetings.
- 7.2. Any objections will need to be based on reasons which breach our charitable objections and obligations, and not based on personal opinion.
- 7.3. If no objections are raised, the winners will be informed and invited to attend an event on campus as part of Freshers.
- 7.4. If objections are raised, and accepted as being legitimate concerns, the shortlisting panel will be asked to provide another name.

8. Award

- 8.1. The award will consist of a certificate and a token of appreciation, up to an agreed value. An example of this would be a gift voucher and a bottle of champagne.
- 8.2. Winners will be invited to attend an Association event, with expenses of up to £300 (subject to agreement) permitted per winner, as per our travel and subsistence policy.

9. Other

- 9.1. It is hoped that this could become a blueprint, subject to review, for this to become a permanent feature of our annual calendar.

Gareth Jones
FBL Faculty Association Representative

Supporting Sponsors

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STEM Faculty Association Representative

Nichola Connolly
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