



University  
of Victoria

## THE UNIVERSITY OF VICTORIA ANDY FARQUHARSON TEACHING EXCELLENCE AWARD FOR GRADUATE STUDENTS

NOMINATION DEADLINE:

### NOMINATION INFORMATION AND FORMS

#### ABOUT THE AWARD

Up to three awards will be given out annually and the presentation will be made at a recognition event held in February of each year.

#### ELIGIBILITY

This category is open to:

- ◆ Graduate Students who are Teaching Assistants involved in teaching activities at UVic during the preceding 12 months prior to the deadline
- ◆ Graduate Students who are Sessional Lecturers, Lab Instructors and Senior Lab Instructors and who are not eligible for the Gillian Sherwin Award
- ◆ One nomination will be considered from each academic unit.

**Note: Previous winners of this award are not eligible.**

#### SELECTION CRITERIA

- ◆ Demonstrates and fosters excitement and enthusiasm for student learning
- ◆ Innovative in instructional approach
- ◆ Inspires and mentors academic development in the discipline of study
- ◆ Fosters development of academic skills including critical thinking, analytical, writing and communication skills
- ◆ Exemplifies and instills an understanding of the integration of research and teaching in general and within the specific discipline of study
- ◆ Creates supportive, open learning environments that supports diverse learning styles and needs
- ◆ Models the appropriate scholarly, professional and ethical comportment of the discipline (e.g. lab safety)
- ◆ Collaborates effectively with relevant faculty and other teaching assistants

**Note: it is assumed that candidates will be in the process of developing the above skills and attributes, not necessarily having mastered them.**

#### AWARD ADMINISTRATION AND SELECTION COMMITTEE

The office of the Dean, Graduate Studies administers the award. A selection committee reviews the materials submitted and makes a recommendation to the Dean of Graduate Studies. Inquiries may be obtained from the Graduate Studies office at 721-7970 or the Learning and Teaching Centre at 721-8571.

#### Selection Committee:

- Chair, Dean, Graduate Studies;
- Director--Learning & Teaching Centre;
- One undergraduate appointed by the Undergraduate Student Society;
- One graduate student appointed by the Graduate Students' Society;
- One previous winner of the award.



University  
of Victoria

**THE UNIVERSITY OF VICTORIA  
ANDY FARQUHARSON TEACHING EXCELLENCE AWARD FOR  
GRADUATE STUDENTS**

**NOMINATION DEADLINE: November 5, 2010**

**NOMINATOR DOSSIER GUIDELINES AND CHECKLIST**

*The dossier must be well organized in a small tabulated binder that is paginated and arranged by section in order as indicated below. The dossier will be returned to the nominee at the conclusion of the selection process. Completed nomination dossiers should be received by the Faculty of Graduate Studies office, no later than 4:30 p.m. on **Friday, November 5, 2010**.*

- Completed Nomination Form
  
- Nomination Letter: This letter introduces who the nominee is and explains how the candidate meets the award criteria. It should be signed by one or more nominators as applicable (see nomination form).
  
- At least two additional letters of support for the nomination (other than from the nominators) of which at least one is from an undergraduate student.
  
- A statement from the nominee outlining his/her teaching philosophy (also called an “approach to teaching” or “goals for teaching”) and how that philosophy is then enacted in his/her work as a teaching assistant and including reference to specific examples that are then to be included in the evidence section below (statement should be 1-2 pages in length).
  
- Evidence of **excellence in teaching assistance** in order to support and further student learning, such as
  - ✦ Instructional materials developed such as handouts, lesson plans, problem sets, class website pages, marking rubrics, manual sections, test questions, etc.
  - ✦ Contributions to assignment or test design as outlined by a professor
  - ✦ Mentoring of students beyond the classroom/lab through office hours or other means
  - ✦ Samples of feedback given to students
  - ✦ Effective facilitation of on-line discussions threads or other virtual learning environments
  - ✦ Before and after samples of student work (either with permission or made anonymous)
  - ✦ Student ratings in tabular form (if available)
  - ✦ Activities that indicate an interest to learn about new developments and skills in teaching assistantship such as attending courses or workshops at the Learning and Teaching Centre

**Note:** These are examples that **may** be included. Certainly not all are expected.
  
- Evidence of **potential for future educational leadership**, in order to further knowledge about teaching in a department or beyond, such as
  - ✦ Offering workshops for other graduate colleagues on some aspect of teaching improvement in one’s own discipline or beyond (for example through the Annual campus-wide TA Conference or the Learning and Teaching Centre TA ProD series);
  - ✦ Public and peer-reviewed sharing of teaching and learning discoveries (for example through presenting at conferences)
  - ✦ Being included on a grant application in support of teaching improvement or inquiry in the department.
  - ✦ Being interviewed by the media to share experiences in a teaching and learning-related project to a broader audience

**Note:** These are examples that **may** be included. Certainly not all are expected.
  
- A current **summary curriculum vitae** of the nominee that clearly documents his/her teaching contributions (maximum three pages).



University of Victoria

THE UNIVERSITY OF VICTORIA  
ANDY FARQUHARSON TEACHING EXCELLENCE AWARD FOR  
GRADUATE STUDENTS

NOMINATION DEADLINE: **November 5, 2010**

**NOMINATION FORM**

*We, the nominators whose names appear below, nominate:*

**Nominee Name:** \_\_\_\_\_

Of (Faculty, Department, School): \_\_\_\_\_

**Undergraduate or Graduate Student Nominator:**

Name	_____	Position	_____
Address	_____	Tel.#	_____
Signature	_____	Date	_____

**Undergraduate Student Supporter (if the Nominator is a Graduate Student):**

Name	_____	Position	_____
Address	_____	Tel.#	_____
Signature	_____	Date	_____

**Teacher (Professor or Instructor) Nominator:**

Name	_____		
Address	_____	Tel.#	_____
Signature	_____	Date	_____

**Department Head or Dean:**

Name	_____
Position	_____
Date	_____
Tel. #	_____
Signature	_____