

**Faculty of Human and Social Development
Award for Teaching Excellence**

Guidelines for Preparing Dossiers

These Guidelines are intended to assist, but not limit, the preparation of each nominee's dossier. The Awards Committee will use the evidence and information provided to help them in their deliberations.

Descriptive Information

- List of courses taught for at least the last three and up to the last five years including the name of each course, the number of the course, the number of students, whether the course was a core course or an elective, and whether the course was taught in an on-campus or an off-campus program.
- Any other information that might be helpful to the Committee.

Evidence of Teaching Excellence

- Summaries of qualitative and quantitative teaching evaluations for the previous three to five years. For each course, the number and percentage of students who completed teaching evaluations should be included.
- Peer reviews based on direct observations of teaching.
- Illustrations of creativity/change/development in course materials, including course outlines, assignments, methods of assessment, class exercises, cases, and mistakes.
- Any other evidence that might be helpful to the Awards Committee.

Evidence of Educational Leadership and Innovation

- Teaching beyond the traditional campus boundaries.
- Illustrations of commitment to teaching, mentoring, collaboration, team teaching, collegial support, conducting or participating in teaching development activities, inspiration.
- Evaluations, invitations, awards that illustrate leadership and innovation.
- Curriculum review, course development, new ideas.
- Challenges and less successful efforts.
- Community, professional, and cross-disciplinary work.
- Multidisciplinary and interdisciplinary work.
- Illustrations of a commitment to improving the learning and teaching climate.
- Examples of scholarship that support teaching, educational leadership and innovation.
- Examples of the use of technologies to improve learning and teaching.
- Any other evidence that might be helpful to the Committee.