

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

**Criteria for the Award**

The Human and Social Development Award for Teaching Excellence will be offered biennially, with up to two awards made each time.

Teaching excellence will be judged in two complementary areas, both of which reflect strengths of our Faculty in the University of Victoria.

1. Excellence in teaching demonstrated over at least three and not more than five years before the nomination.
2. Educational leadership and innovation in both the nominee's home school or program and in areas such as multidisciplinary work, community-based learning and teaching, and distance education.

These criteria are elaborated in the **Guidelines for Preparing Dossiers.**

**Eligibility** (see below)

Award nominees may include full-time or part-time instructors, including tenured, tenure-track and sessional/visiting faculty and senior instructors. Nominees should have a minimum of three years of consecutive teaching experience with the Faculty.

Nominees would be expected to have carried at least a three-unit teaching responsibility in each of the three previous years.

**The Nomination Process**

Nominations will be solicited in the fall by means of notices that will be distributed widely to students and instructors in the Faculty. The Call for Nominations will be made on or before November 15 preceding the year the award is being made.

Nominations shall be made on a nomination form signed by a nominator, with a seconder and up to five supporters. At least three of the supporters, the nominator or the seconder, should be current or former students.

All nominations, except recipients, will be kept on file for the next nomination review. Nominators will be notified in order to update the nomination and resubmit the Dossiers, as required.

The closing date for receipt of nominations and complete nomination packages will be February 1 of the year in which awards are made. Dossiers will be kept in the Office of the Dean until the award winners are announced and then returned to the nominees.

## **Recognition of Award Winners**

Normally, award winners will be announced by March 1. Notice of the award winners will be provided to The Ring and the names of award winners will be sent to the Ceremonies Office for recognition at Spring Convocation.

Award winners' names will be inscribed on a plaque and portrait photographs of award winners will be located in a suitable wall display to be located in the second floor entrance area to the HSD Building (the entrance next to HSD A240).

Each award winner will receive an honorarium of \$1,000 to be either designated to a scholarship fund of the winner's choice, taken as professional development support, or received as a salary supplement.

## **The Awards Committee**

The HSD Teaching Awards Committee will be convened by the Dean or Dean's designate with a selection of internal and external members and may include students, faculty, sessional instructors, staff and representatives from external units with a connection to the Faculty.

A quorum for Committee deliberations will be the number of members minus one.

## **Conflicts of Interest for HSD Teaching Awards Committee Members**

Members of the HSD Teaching Awards Committee are expected to declare any real or perceived conflicts of interest as the Committee begins its review of nominees.

For student members, conflicts of interest would include, but not be limited to: current work with any nominee wherein the student has or will receive remuneration or academic credit; currently having a nominee on his or her committee for a graduate degree; having written a letter of support for any nominee; or having assisted in preparing a nominee's dossier.

For faculty members conflicts of interest would include, but not be limited to currently working with a nominee on a research or teaching project; having written a letter of support for any nominee, or having worked with any nominee to prepare their dossier.

Where a conflict of interest exists, the Committee shall decide what effect that will have on the member's participation in Committee deliberations. If Committee members are evenly divided on such an issue, the Chair will make the final decision.

## **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.