Annual Award for Teaching Excellence

THE AWARD
One award will be presented each year. Any faculty member can be nominated in any given year with no limit on the number of nominations or areas represented by the nominees. The recipient will be recognized in the Convocation ceremony, will receive $500 for professional development, and have his or her name inscribed on a commemorative plaque.

ELIGIBILITY
Candidates must be full-time or part-time instructors, both regular faculty or sessionals, in the Faculty of Humanities. Nominees must have completed three years of teaching duties at UVic in the Faculty and be currently employed in one of the above categories. (For clarification of eligibility, please contact the office of the Dean of Humanities.)

GUIDELINES
The following criteria should be considered in the nomination and evaluation of candidates:

1. a comprehensive knowledge of the subject for the level of the course or courses taught,
2. consistently good preparation for teaching sessions, whether lectures, laboratories, seminars, or tutorials,
3. enthusiasm for the subject, and capacity to arouse interest in it among students,
4. student participation in the teaching–learning process,
5. high standards and the motivation of students to attain high standards,
6. effective communication through various media at levels appropriate to students’ capacity,
7. methods of evaluation of student performance that stress a coherent understanding of the subject,
8. accessibility to students outside class hours,
9. a reputation for superior teaching and recognition for this quality by students and colleagues alike,
10. clear evidence of efforts to keep abreast of new teaching methods, curriculum development, and course design,
11. participation in extramural teaching.
12. able to create a positive and inclusive classroom atmosphere supportive of the diversity of the students.

THE FACULTY SELECTION COMMITTEE
The Humanities Advisory Committee to the Associate Dean Academic adjudicates the award. All nominations must be received by April 15. The announcement of the recipient will be made in May, with a presentation at the Spring term convocation.
NOMINATIONS
Requests for nominations are circulated to all departments. Faculty, students, staff and alumni of the Faculty of Humanities are eligible to nominate candidates.

Nominations must be signed by two principal nominators and by not fewer than five supporters. At least two of the nominators and/or supporters shall be students who have received some instruction from the nominee: these students must not be currently enrolled in a class taught by the nominee, however. Nominations must include supporting documentation in the form of a letter from each nominator outlining specific reasons for the nomination. Repeat nominations are accepted and nominations remain active for three years (they may be updated each year).

NOMINATION CHECKLIST
The nomination package should be complete and in the following order:

- A completed nomination form;
- Letters of support from the 2 principal nominators, which draw the superior qualities of their candidate to the attention of the Faculty Selection Committee;
- A consent form signed by the nominee;
- A statement prepared by the nominee, that reflects his/her perspective on university teaching and learning;
- A current summary curriculum vitae of the nominee;
- Student evaluations and/or ratings from the current year and preceding two years;
- Peer reviews which are based on actual teaching observation;
- Examples of course material: outlines, assignments, manuals, examples of student work and instructor feedback.

The above information should be compiled as a dossier in one tabulated binder. Dossiers will be kept in the Office of the Dean of Humanities where they will be made available to the committee. They will be held by the Dean’s Office until the winner has been announced, then returned to the nominee.

Consultation on this nomination process may be obtained from the Learning and Teaching Centre, 721-8571. For general inquiries, contact the Associate Dean Academic.
We, the principal nominators whose names appear below, nominate:
Name _______________________________________ of ______________________

1. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

2. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

Five supporters are:

1. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

2. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

3. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

4. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

5. Name _______________________________ Position _______________________________
   Address _______________________________ Tel. No. _______________________________
   Signature _______________________________ Date ________________________________

At least two of the above must be students who have received instruction from the nominee; these students must not be currently enrolled in a class taught by the nominee, however.
I understand that I have been nominated for the Faculty of Humanities Award for Teaching Excellence. By signing this form, I am giving permission for my name to stand and for student evaluations/ratings to be included in my dossier. I further understand that the dossier will not be confidential and will be returned to me at the conclusion of the selection process.

Name: ________________________________________________________________
Department: __________________________________________________________
Signature: _____________________________________________________________
Date: __________________________________________________________________

Consultation on this nomination process may be obtained from the Learning and Teaching Centre, (250) 721-8571. For general inquiries, contact the Dean, Faculty of Humanities, (250) 472-4677, or by e-mail humsoff@uvic.ca.