



University
of Victoria

Division of Medical Sciences
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Teaching Award in Medical Sciences Terms of Reference

Purpose

To recognize and reward excellence in teaching in DMS at UVic.

Award

The award consists of a commemorative plaque, where the name of the winner will be permanently displayed in the lobby of the Medical Sciences Building. The winner will be reimbursed up to \$1000 for expenses related to attending an educational conference or for teaching resources.

Eligibility

- Nominees must have completed at least two consecutive years of teaching duties at the IMP or the DMS at UVic at the time of their nomination.
- Only UVic faculty (full time or affiliate) members who have been appointed for at least two years in the IMP/DMS will be eligible for this award.
- Faculty must have at least 35 teaching hours/ per academic year with students.
- Special situations and considerations will go to the Selection Committee.
- Previous winners are not eligible to win the award again for four years. For example, a faculty member who won the award in 2013 would not be eligible to win again until 2017.

Nomination Procedure

- Nominations may be initiated by faculty, staff or students.
- The nomination must be supported by another faculty member.
- Some important considerations that the nominator may want to include in the nomination letter:
 - Number of hours spent teaching students and nature of this teaching (laboratory, PBL/CBL small group facilitation, lecturing, conducting a full course, etc.)
 - Contributions to curriculum development (new courses, new programs)
 - Contributions to improving the student experience
 - Innovation in the classroom and/or development of new/innovative resources
 - Contribution to the university community (UVic)
 - Involvement on committees (both DMS and UVic)
 - Community outreach and involvement

Supporting Materials for Selection Committee

- A completed nomination form
- A Teaching Dossier which will include details of teaching experiences for the past two years, and evidence of effective teaching (see the [Learning & Teaching Centre](#) for full description of effective teaching dossiers)
- Number of students taught over the past two years
- Student evaluations for courses taught by the nominee in the past two years
- Letters of support: nominees must have at least one letter from a peer, and a minimum of one and a maximum of four letters from either present or former students. The letter should focus on the teaching ability of the nominee.

Selection Committee

The Selection Committee will consist of:

- Two full time faculty members of the Division of Medical Sciences (these members should not be eligible to win the award in that academic year)
- Two UVic affiliate faculty members
- Chair will be a full time UVic faculty member appointed by the Regional Associate Dean/Division Head. The Chair is not eligible to receive this award.

The Selection Committee will meet once to review materials make a recommendation to the RAD/Head, DMS.

Deadline for Nominations

February 15th of each year.

Award Presentation

The Teaching Award in Medical Science will be presented at the Learning and Teaching Centre's annual awards night at UVic and the IMP/DMS Seasonal Celebration held annually in December.

Nomination forms to be sent to Erin Gogal dmscsec@uvic.ca

For further information contact Erin Gogal dmscsec@uvic.ca (250) 853-3129