



## NOMINATION INFORMATION AND FORMS

### **ABOUT THE AWARD**

Since 1989, the UVic Alumni Association has been pleased to honour the outstanding level of teaching offered by the university's faculty and instructors. We are proud of our role in recognizing UVic teaching of the highest caliber.

This award for Excellence in Teaching bears the name of Harry Hickman who had a distinguished career as a scholar, teacher, and principal of Victoria College. He was acting president of the University of Victoria, and head of the Modern Languages and French departments. The Harry Hickman Building houses the university's Learning and Teaching Centre.

One award is presented each year. The award includes a gift and a \$2,000 cash prize. Portraits of award winners are displayed in the McPherson Library. Presentation of the award is made at the Teaching Awards Celebration held during Alumni Week, which is the first full week of February.

### **ELIGIBILITY and CRITERIA**

This category is open to Regular Faculty, including Assistant Teaching Professors (previously named Senior Instructors), Artists-in-Residence, and Librarians. Nominees must:

- have taught for a minimum of three years at UVic and be currently employed in one of the above categories;
- be the only nomination from their academic unit (only one nomination per academic unit will be considered);
- normally, have received the major teaching award from his or her Faculty or a National Teaching Award in their area of study. Those who have received Faculty Teaching Awards from other universities are also eligible. (These criteria reflect the fact that this award is the highest award for teaching excellence at the University of Victoria).

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

### **AWARD ADMINISTRATION AND SELECTION COMMITTEE**

The UVic Alumni Relations office administers the award and a selection committee reviews the materials submitted. All nominees and nominators are notified of the final selection. Inquiries may be obtained from the Alumni Relations office at 721-6000 or the Learning and Teaching Centre at 721-8571.

#### **Selection Committee:**

- Chair, Vice-President Academic and Provost (or designate);
- Director, Learning and Teaching Centre (or designate);
- One Regular Faculty Member, Artist in Residence, or Librarian or a previous recipient;
- UVic Professional Employee Association Chair (or designate);
- UVic Student Ambassador representative;
- University of Victoria Students' Society Chair (or designate);
- Graduate Students' Society President (or designate);
- Two alumni members, at least one of which is a member of the Alumni Association Board of Directors;
- Director, Alumni Relations, ex-officio.



## THE HARRY HICKMAN ALUMNI AWARD FOR EXCELLENCE IN TEACHING

NOMINATION DEADLINE: **January 12, 2015**

### NOMINATOR DOSSIER GUIDELINES

(also see the Nominator Dossier Checklist)

1. **Teaching Excellence:** What has the nominee done to further student learning in his/her courses? What evidence is there of excellent teaching? What contributions has the nominee made beyond the classroom or laboratory? How much and what kind of contact does the nominee have with students? The following are examples of supporting evidence that **may** be included:
    - ✦ Demonstration of excellence in designing courses;
    - ✦ Demonstration of activities that indicate efforts made to keep abreast of new teaching methods, disciplinary content, curriculum development, and course design;
    - ✦ Mentoring of students beyond the classroom/lab;
    - ✦ Innovations in instruction and effective assessment methods;
    - ✦ Examples of course materials: outlines, assignments, manuals, innovations, sample tests. For larger works, provide abstract information only; For online works, provide screen shots.
  
  2. **Educational leadership:** What has the nominee done to further knowledge of teaching in the discipline, across the university and beyond? The following are examples of supporting evidence that **may** be included:
    - ✦ Inquiry projects that focus on student learning outcomes in the discipline;
    - ✦ Offering workshops for colleagues on some aspect of teaching improvement or inquiry both in one's own discipline and beyond (for example through the Learning and Teaching Centre);
    - ✦ Public and peer-reviewed sharing of teaching and learning discoveries (for example through presenting at conferences in the field or in higher education more generally, publishing in academic journals *etc.*);
    - ✦ Work with Teaching and Learning Centres/Committees;
    - ✦ Work on curriculum development and reviews;
    - ✦ Work done with organizations/associations to promote teaching excellence;
    - ✦ Obtaining grants for teaching and learning research;
    - ✦ Being invited as a plenary speaker or being called on to speak as an expert on television or radio on teaching and learning matters;
    - ✦ Serving as a consultant on government policy bodies; contributing to public education on key disciplinary matters;
    - ✦ Work with policy makers to promote the fair assessment of teaching and the institutional recognition of student learning;
    - ✦ Media clippings or reviews or articles written for a lay audience on key matters of public interest;
    - ✦ Evidence of impact on public or institutional policy.
- The dossier must be well organized in a tabulated two inch binder that is paginated consistent with the guidelines.



## THE HARRY HICKMAN ALUMNI AWARD FOR EXCELLENCE IN TEACHING

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### NOMINATION FORM

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

**NOMINEE Name:** \_\_\_\_\_

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

**Undergraduate or Graduate Student Nominator** ..... **Email:** \_\_\_\_\_

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

**Teacher (Professor or Instructor) Nominator** ..... **Email:** \_\_\_\_\_

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

**Department Head or Dean** ..... **Email** \_\_\_\_\_

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

Completed nomination dossiers should be received by the Alumni Relations office located in the Ian Stewart Complex (Alumni House), 3964 Gordon Head Road, Room #262 no later than 4:30pm on **January 12, 2015**.

(see over)



## THE HARRY HICKMAN ALUMNI AWARD FOR EXCELLENCE IN TEACHING

NOMINATION DEADLINE: **January 12, 2015**

### NOMINATOR DOSSIER CHECKLIST

- Nomination Letter: This letter introduces who the nominee is and explains how the candidate meets the award criteria. It should include an introductory statement that describes the nominee's significant teaching contributions and should include answers to the questions listed under *Teaching Excellence and Educational Leadership* (in the guidelines) with supporting evidence.
- Completed Nomination Form.
- Completed Consent Form.
- A maximum** of three letters of support for the nomination of which at least one is from a student. Letters may also be from professional organizations.
- A current **summary** *curriculum vitae* of the nominee.
- A statement prepared by the nominee that reflects his/her philosophy and perspective on university teaching and learning with examples of how she/he implements this philosophy in her/his teaching.
- Student ratings in table or graphical format with a comparison to departmental norms.
- A maximum of three peer reviews which are based on **actual** teaching observation.
- The dossier must be well organized in a tabulated two inch binder that is paginated consistent with the guidelines.

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### CONSENT FORM

*I understand that I have been nominated for Harry Hickman Alumni Award for Excellence in Teaching. By signing this form, I give permission for my name to stand for selection of this award. This confidential dossier will be shared with the selection committee for evaluation purposes. If I am the recipient of the award, the information in the dossier may be used by designated Alumni Relations staff for award recognition and publicity purposes. The dossier will be returned to me at the conclusion of the selection process.*

***Please return this form to one of the nominators as soon as possible.***

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

**Faculty, Department, School:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***The Teaching Awards Celebration will be held in Spring 2015 – date to be confirmed.***

***See the gallery of previous award winners online at  
[alumni.uvic.ca/awards/excellence](http://alumni.uvic.ca/awards/excellence)***