



University
of Victoria

THE UNIVERSITY OF VICTORIA ANDY FARQUHARSON TEACHING EXCELLENCE AWARD FOR GRADUATE STUDENTS

NOMINATION DEADLINE: Monday, January 16, 2017

NOMINATION INFORMATION AND FORMS

ABOUT THE AWARD

Up to three awards will be given out annually with the presentation made at a recognition event held during the Spring term of each year.

ELIGIBILITY

This category is open to Graduate Students who are:

- ◆ Teaching Assistants involved in teaching activities at UVic during the 12 months prior to the deadline (generally hired under CUPE 4163)
- ◆ Lab Instructors or Senior Lab Instructors

Sessional Instructors are no longer eligible for this award.

A single nomination can be made from each Graduate academic unit, with the nomination letter submitted by the unit Chair, Director or Dean. **Note: While unsuccessful candidates from previous competitions can be re-nominated, previous winners of this award are not eligible.**

SELECTION CRITERIA

- ◆ Demonstrates and fosters excitement and enthusiasm for student learning
- ◆ Takes a scholarly approach to teaching that aims to improve the quality of student learning
- ◆ Innovative instructional approach that is informed by the Scholarship of Teaching and Learning (SoTL)
- ◆ Inspires and mentors academic development in the discipline of study
- ◆ Fosters development of academic skills including critical thinking, analytical, writing and communication skills
- ◆ Exemplifies and instills an understanding of the integration of research and teaching in general and within the specific discipline of study
- ◆ Creates open learning environments that are supportive of diverse student needs
- ◆ Models the appropriate scholarly, professional and ethical comportment of the discipline (e.g. lab safety)
- ◆ Shows evidence of being self-reflective about teaching (improving over time)
- ◆ Demonstrates leadership qualities, such as collaborating effectively with relevant faculty and other teaching assistants, sharing best practices, and commitment to excellence
- ◆ Clearly complements and/or contributes to the learning goals of the instructor of record to whom they report

Note: it is assumed that candidates will be in the process of developing the above skills and attributes, not necessarily having mastered them.

The award will be strictly adjudicated using these selection criteria. Nomination letters or letters of support that do not clearly and directly address these criteria will be assigned lesser weight.

AWARD ADMINISTRATION AND SELECTION COMMITTEE

The award is administered by office of the Dean of Graduate Studies. A selection committee reviews the materials submitted and makes a recommendation to the Dean of Graduate Studies. Inquiries may be obtained from the Graduate Studies office at 472-5187.

SELECTION COMMITTEE:

- Chair, Associate Dean, Graduate Studies
- Director--Learning & Teaching Centre
- One undergraduate appointed by the Undergraduate Student Society
- One graduate student appointed by the Graduate Students' Society
- One previous winner of the award



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NOMINATOR DOSSIER GUIDELINES AND CHECKLIST

The dossier must be paginated and tabulated in a binder arranged by section in the order indicated below. The dossier will be returned to the nominee at the conclusion of the selection process. All letters, including the Nomination letter, should directly address the Selection Criteria – preferably using correspondingly titled sections. Completed dossiers must be received in the Faculty of Graduate Studies office no later than 4:00 p.m. on Monday, January 16, 2017.

- Nomination Letter: This letter introduces the nominee and should be formatted to give specific examples of how the candidate exemplifies the Selection Criteria. It should be signed by one or more nominators as applicable (see nomination form).
- A maximum of 5 **additional** letters of support of which at least **three** are from undergraduate students. These letters should be formatted to give specific examples of how the candidate exemplifies the Selection Criteria.
- A statement from the nominee outlining his/her teaching philosophy (also called “approach to teaching” or “goals for teaching”) that demonstrates how his/her teaching philosophy is enacted as a teaching assistant. ***The statement should explain how specific examples from the ‘Summary of Evidence’ section (below) exemplify the Selection Criteria*** (maximum 2 pages).
- Summary of Evidence of **excellence in teaching assistance** and of **potential for future educational leadership** (maximum 5 pages). Evidence must be ‘**as given in class,**’ *i.e.*, not compressed, reduced or scaled in any manner. Some examples may include:
 - ✦ Instructional materials developed such as handouts, lesson plans, problem sets, class website pages, marking rubrics, manual sections, test questions, etc.
 - ✦ Contributions to assignment or test design as outlined by a professor
 - ✦ Mentoring of students in the classroom/lab or through office hours
 - ✦ Samples of feedback given to students
 - ✦ Effective facilitation of on-line discussions threads or other virtual learning environments
 - ✦ Before and after samples of student work (either with permission or made anonymous)
 - ✦ Student ratings in tabular form (if available)
 - ✦ Relevant SoTL research that informed teaching practice (indicate how the research was used)
 - ✦ Activities that indicate an interest to learn about new developments and skills in teaching assistantship such as attending courses or workshops at the Learning and Teaching Centre
 - ✦ Offering workshops for other graduate colleagues on some aspect of teaching improvement in one’s own discipline or beyond (for example through the annual campus-wide TA Conference or the Learning and Teaching Centre’s TA ProD series, or as a TA Consultant);
 - ✦ Public and peer-reviewed sharing of teaching and learning discoveries (for example through presenting at conferences)
 - ✦ Being included on a grant application in support of teaching improvement or inquiry in the department.
 - ✦ Being interviewed by the media to share experiences in a teaching and learning-related project to a broader audience

Note: These are examples that **may** be included. Certainly not all are expected.

- Current **summary curriculum vitae** of the nominee that clearly documents his/her teaching contributions (maximum 3 pages).



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NOMINATION FORM

We, the nominators whose names appear below, nominate:

Nominee Name: _____

Of (Faculty, Department, School): _____

Undergraduate or Graduate Student Nominator:

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

Undergraduate Student Supporter (if the Nominator is a Graduate Student):

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

Teacher (Professor or Instructor) Nominator:

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

Department Head or Dean:

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