



University
of Victoria

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

NOMINATION DEADLINE: Monday, March 2, 2020

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 Fall term of each year.

ELIGIBILITY

This category is open to Graduate Students who are:

- **Teaching Assistants** involved in teaching activities as a TA (not as a sessional) at UVic during the 12 months prior to the deadline (generally hired under CUPE 4163)
- **Lab Instructors** or **Senior Lab Instructors**

Sessional Instructors are not 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

1) Student Centered/Learning Oriented Approach to Teaching

- Fosters excitement and enthusiasm
- Scholarly approach to teaching
- Innovative instructional approach informed by Scholarship of Teaching & Learning (SoTL)
- Creates open learning environments; supportive of diverse student needs

2) Institutional Values & Adherence to UVic Learning Outcomes

- Inspires and mentors academic development
- Fosters development of academic skills (e.g., critical thinking, writing & communication skills)
- Integration of research and teaching

3) Personal Qualities that Contribute to Teaching

- Models appropriate scholarly, professional and ethical behavior (e.g., lab safety)
- Self-reflective about teaching (shows improvement over time)
- Demonstrates leadership qualities (e.g., collaborative, commitment to excellence)
- Contributes to the learning goals of the course instructor

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
- Executive Director—Division of Learning and Teaching Support and Innovation
- 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 arranged in the order indicated below. All letters, including the Nomination letter, should directly address the Selection Criteria – preferably using correspondingly titled sections. The deadline for nominations is Monday, March 2, 2020. Please submit by email as one PDF document to fgsadmin@uvic.ca by 4:00 pm.

- 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). **2 page limit.**
 - 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. **1 page limit for each letter.**
 - A statement from the nominee outlining his/her **teaching philosophy** (also called “approach to teaching” or “goals for teaching” or “teaching narrative”) 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** (cannot include evidence from teaching in another capacity, such as a sessional) 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 (e.g., handouts, lesson plans, problem sets, class website pages, marking rubrics, manual sections, test questions, etc.)
 - Contributions made to assignment or test design
 - Mentoring of students in the classroom/lab or through office hours
 - Samples of feedback given to students (anonymized)
 - Before and after samples of student work modified based on feedback from nominee
 - Effective facilitation of on-line discussions threads or other virtual learning environments
 - Student ratings in tabular form (if available)
 - Relevant SoTL research that informs teaching practice (indicate how the research was used)
 - Interest in learning about new developments and skills as a TA (e.g., attending LTSI courses or workshops)
 - Offering teaching-related workshops for other graduate students/TAs (e.g., campus-wide TA Conference or the LTSI’s TA ProD series, or as a TA Consultant)
 - Public and peer-reviewed sharing of teaching and learning discoveries (e.g., presenting at conferences or symposia)
 - Inclusion on a grant application in support of teaching improvement or SoTL
 - Being interviewed by the media to share experiences from 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	_____
Email	_____	Tel.#	_____
Signature	_____	Date	_____

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

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

Teacher (Professor or Instructor) Nominator:

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

Department Head or Dean:

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