

# Faculty of Human and Social Development Award for Excellence in Teaching Sessional Faculty Member Terms of Reference

The Faculty of Human and Social Development (HSD) Award for Excellence in Teaching is offered annually to a sessional faculty member, or lab instructor who demonstrates the following:

1. Excellence in teaching over a minimum of three years before the nomination.
2. Educational leadership furthering the strategic priorities outlined in the HSD Strategic Plan 2022-2026 *Building on our Collective Strengths*.  
<https://www.uvic.ca/hsd/assets/docs/publications/finalhsdstrategicplan20222026print23032022.pdf>

## Eligibility

Nominees must:

- have taught for a minimum of three years within the last five years prior to nomination in the Faculty of Human and Social Development, currently hold a sessional position, and anticipate continuing in that position for the next academic year;
- have taught a minimum of 3.0 units in each of the three years

Nominations may be submitted by a UVic student (not currently enrolled in a course with the nominee) or a UVic alum, faculty colleague or academic administrator, or by any combination of up to three co-nominators belonging to these groups, and ideally across groups. If the Department Chair is not a co-nominator, the Chair must review and sign to endorse the nomination.

## Re-nominations

Nominations of previous nominees who have not been selected as the recipient of the award will be held and eligible for review for a period of three years. Re-nominations of these nominees are welcomed and encouraged; however, nominators and nominees are reminded that the award criteria may change from year-to-year — please ensure that re-nominations conform to the current guidelines. Please submit nomination packages electronically in one continuous scan to [hsdadadmin@uvic.ca](mailto:hsdadadmin@uvic.ca) with the subject line: **Teaching Award Nomination**. Packages are due 4:30 pm, November 15.

## Recognition of Award Winners

Each award recipient will receive a \$250 honorarium. HSD Communication Officer will meet with the recipient to promote recognition.

## The Awards Committee

The HSD Teaching Awards Committee will include the Associate Dean, Academic who chairs the committee, and two faculty members representing two different Schools, one of which, if possible, will be a previous award recipient. Faculty membership will rotate to different Schools every two years.

## Conflicts of Interest for HSD Awards Committee Members

Members of the HSD Teaching Awards Committee are expected to declare any real or perceived conflicts of interest as the Committee begins its review of nominees. Where a conflict of interest exists, the Committee shall decide what effect that will have on the member's participation in Committee deliberations. If Committee members are evenly divided on an issue, the Chair will make the final decision.

## Nomination Package

1. **Nomination Form** (see attached)
2. **A 500 word (maximum) nomination statement** prepared by the lead nominator highlighting the nominee's exceptional teaching and leadership, as those activities relate to the HSD Strategic priorities for teaching and learning. Examples include:
  - Teaching beyond the traditional campus boundaries including land or water-based learning
  - Offering workshops for colleagues on innovative teaching or course design Illustrations of commitment to conducting or participating in teaching development activities
  - Decolonizing and anti-racist practices in the classroom
  - Community-engaged learning
  - Research intensive learning
  - Multidisciplinary and interdisciplinary collaborations and integration related to course design and delivery
  - Obtaining grants for teaching and learning research
  - Examples of scholarship that support teaching excellence and student-centred learning
  - Examples of the use of innovative technologies to improve learning and teaching
3. **Evidence of teaching excellence including:**
  - Two signed letters of support from former students (not currently a student of the nominee) identifying ways they were influenced by the nominee's teaching such as: support to learning; impact on students' knowledge, abilities, and values; professional development.
  - Two independent peer reviews detailing the nominee's excellence in teaching. The peer reviewer is encouraged to use (if possible) the [UVic Peer Review Guide](#) for this evaluation. Peer reviews must meet the standards for peer review of teaching, be based on observation of teaching (face-to-face and/or online class) and focus on pedagogy rather than content.
  - A table of courses, taught in the last 3 years, including the course name and number, number of students, and teaching modality. Include frequency distributions from the UVic Course Experience Survey (CES) Report (without comments) for two (recent) courses. It is best if the two courses have greater than 10 students. If less than 10, explain how they are significant.
4. **Nominee's current CV**

# Nomination Form

## Faculty of Human and Social Development

Date submitted:

**Award Nominee**

Faculty Member (Full Name):

School/Program:

Email:

Phone:

**OR**

**Sessional Instructor** (Full Name):

School/Program:

Email:

Phone:

**Nominee's Academic Appointments and Nominee's Employment History**

Years	Position	Institution

**Lead Nominator** (Full Name):

School/Program:

Email:

Phone:

Signature:

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**Second Nominator** (Full Name):

School/Program:

Email:

Phone:

Signature:

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**Nominee School/Program Director** (Full Name):

School/Program:

Email:

Phone:

Signature: