



Annual Award for Teaching Excellence

The Award has been established to recognize and encourage excellence in teaching in the Faculty of Humanities. One award will be presented each year. Any instructor can be nominated in any given year with no limit on the number of nominations or areas represented by the nominees. The recipient will be recognized in the convocation ceremony, will receive \$500 for professional development, and have his or her name inscribed on a commemorative plaque.

ELIGIBILITY

- Candidates must be full-time or part-time instructors, both regular faculty or sessionals, in the Faculty of Humanities.
- Nominees must have completed three years of teaching duties at UVic in the Faculty.

NOMINATIONS

Faculty, students, staff and alumni of the Faculty of Humanities are eligible to nominate candidates.

CRITERIA

The following criteria should be considered in the nomination and evaluation of candidates:

1. A comprehensive knowledge of the subject for the level of the course or courses taught,
2. Consistently good preparation for teaching sessions, whether lectures, laboratories, seminars, or tutorials,
3. Enthusiasm for the subject, and capacity to arouse interest in it among students,
4. Student participation in the teaching-learning process,
5. High standards and the motivation of students to attain high standards,
6. Effective communication through various media at levels appropriate to students' capacity,
7. Methods of evaluation of student performance that stress a coherent understanding of the subject,
8. Accessibility to students outside class hours,
9. A reputation for superior teaching and recognition for this quality by students and colleagues alike,
10. Clear evidence of efforts to keep abreast of new teaching methods, curriculum development, and course design,
11. Participation in extramural teaching,
12. Able to create a positive and inclusive classroom atmosphere supportive of the diversity of the students.

Nominations must be signed by two principal nominators and by not fewer than five supporters. At least two of the nominators and/or supporters shall be students who have received some instruction from the nominee: these students must not be currently enrolled in a class taught by the nominee, however. Nominations must include supporting documentation in the form of a letter from each nominator outlining specific reasons for the nomination. Repeat nominations are accepted and nominations remain active for three years (they may be updated each year).

Consultation on the nomination process may be obtained from the Learning and Teaching Centre, (250) 721-8571.

DEADLINE FOR NOMINATIONS

The award is adjudicated by Advisory Committee to the Associate Dean Academic. All nominations must be received by **April 15**. For additional information, please contact the Dean's Office at (250) 472-4677 or humsassistant@uvic.ca.

TEACHING EXCELLENCE AWARD NOMINATION

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

Name _____ of _____

1. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

2. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

Five supporters are:

1. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

2. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

3. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

4. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

5. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

At least two of the above must be students who have received instruction from the nominee; these students must not be currently enrolled in a class taught by the nominee, however.

NOMINEE CONSENT

I understand that I have been nominated for the Faculty of Humanities Award for Teaching Excellence. By signing this form, I am giving permission for my name to stand and for student evaluations/ratings to be included in my dossier.

Name: _____

Department: _____

Signature: _____

Date: _____

Consultation on this nomination process may be obtained from the Learning and Teaching Centre, (250) 721-8571. For general inquiries, contact the the Faculty of Humanities, Dean's Office by telephone at (250) 472-4677, or by email humsoff@uvic.ca.

CHECKLIST

The nomination package should be complete and in the following order:

- A completed nomination form;
- A consent form signed by the nominee;
- Letters of support from the 2 principal nominators, which draw the superior qualities of their candidate to the attention of the Faculty Selection Committee;
- A statement prepared by the nominee, that reflects his/her perspective on university teaching and learning;
- A current summary curriculum vitae of the nominee;
- Student evaluations and/or ratings from the current year and preceding two years, including comments made by students during the CES evaluation process;
- Peer reviews which are based on actual teaching observation;
- Examples of course material: outlines, assignments, manuals, examples of student work and instructor feedback.

The entire application is to be submitted in ONE 1½" binder with no additional materials added (e.g., thank-you emails, cards, etc.).