



Award for Teaching Excellence

PURPOSE

This award has been established to recognize and encourage excellence in teaching in the Faculty of Humanities.

THE AWARD

One award will be presented each year. Any research stream faculty, teaching stream faculty, continuing sessional, or sessional 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 at the Fall Welcome Ceremony, will receive \$500 for professional development, and will have their name inscribed on a commemorative plaque.

ELIGIBILITY

Nominees must

- (1) have completed three years of teaching duties at UVic in the Faculty of Humanities, and
- (2) be currently employed in the Faculty of Humanities.

Nominations remain active for three consecutive years if the individual continues teaching in the Faculty during that period (nominations may be updated). Repeat nominations are accepted after a gap of two years; new nomination letters and updated supporting materials are required.

In exceptional circumstances, previous winners are eligible for re-nomination.

For clarification of eligibility, please contact the Humanities Associate Dean Academic: humsada@uvic.ca.

THE NOMINATION PROCEDURE

Nominations may be initiated by faculty, staff, students, or alumni of the Faculty of Humanities. 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 enrolled in a class taught by the nominee at the time of the nomination.

Nominations must include supporting documentation in the form of a letter from each nominator outlining specific reasons for the nomination.

NOMINATION CHECKLIST

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

- A completed nomination form;
- Letters of support from the two principal nominators;
- A consent form signed by the nominee;
- A statement prepared by the nominee that reflects their perspective on university teaching and learning;
- A current CV of the nominee;
- Student evaluations and/or ratings from the current year and preceding two years;
- Peer reviews that are based on actual teaching observation;
- Examples of course material, such as outlines, assignments, manuals, anonymized examples of student work and instructor feedback, etc.

These materials should be compiled as a dossier in a single electronic file. Dossiers will be kept in the protected electronic folder of the Associate Dean Academic on the Faculty Connect site, where they will be made available to the Advisory Committee to the Associate Dean Academic.

GUIDELINES

The following criteria shall be considered in the nomination and evaluation of nominees:

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 of 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 of 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; and
13. Contribution to course development, teaching mentorship, or program planning.

CONDITION OF AWARD

The recipient shall deliver a short (2-minute) presentation related to their teaching at the Fall Welcome Ceremony.

DEADLINE FOR NOMINATIONS

The award is adjudicated by the Advisory Committee to the Associate Dean Academic in the Faculty of Humanities. All nominations must be received by **May 31**. Nominations should be submitted to humsassistant@uvic.ca.

The announcement of the recipient shall be made in September, with a presentation at the Fall Welcome Ceremony.