About the Award
Our vision at UVic is for all students to engage in hands-on, dynamic learning to achieve personal growth and career success. Experiential learning is an essential pathway to achieving this vision. The Award for Excellence in Teaching for Experiential Learning recognizes UVic educators who excel at putting students on this pathway.

Eligibility
Who can be nominated?
This award is open to any Faculty Member (as defined in the Collective Agreement) who has taught two or more courses at the graduate and/or undergraduate level that include components of experiential learning, currently holds a regular faculty position, and anticipates continuing in that position for the next academic year.

Who can submit a nomination?
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.

Award Criteria
Experiential Learning is defined as: “a philosophy that informs many methodologies in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and
develop people’s capacity to contribute to their communities.” (Association for Experiential Education).

The key aspects of experiential learning include: 1) Experience (direct, hands-on involvement, meaningful and substantial, linked to curriculum), 2) Curriculum Integration (learning outcomes [competencies], assessment, re-connecting experience to program), 3) Student Outcomes (skills, knowledge and attributes, capacity to contribute), and 4) Reflection (ongoing and meaningful).

Nominations will be assessed based on evidence of excellence in the following four elements of experiential education (experience, curriculum integration, student outcomes and reflection). Provide examples of each of the following including information on implementation. The Nominee:

**Experience (25%)**
- Plans, develops and implements effective experiential learning activities within the academic curriculum: see [Hands-On Learning Opportunities at UVic](https://example.com) for examples of experiential learning across campus.

**Curriculum Integration (25%)**
- Develops clear, challenging expectations and learning outcomes (competencies) for the experiential learning activities;
- Engages students in experiential learning that meaningfully connects with the curriculum and practices of the discipline beyond the classroom; and,
- Intentionally assesses experiential learning in an appropriate way and thereby promotes even deeper learning in the course.

**Student Outcomes (25%)**
- Increases students’ knowledge, develops skills and clarifies values; and,
- Develops students’ capacity to contribute positively to society.

**Reflection (25%)**
- Provides feedback to students that motivates and supports ongoing and meaningful reflection and application of knowledge and skills in their lives and careers; and,
- Engages in reflection on one’s teaching philosophy, strategies and experiences for the purpose of improving experiential learning and disseminating practices to other educators.
Nomination Dossier

The nomination is coordinated by the Nominator(s) and the Nominee.

Basic requirements:

- The nomination dossier must be submitted as a single electronic pdf file not exceeding 20 pages;
- The following are required but not counted in the page limit: Cover page, Nomination Form, Table of Contents, Curriculum Vitae (4.0) and Student evaluation data (7.4);
- The dossier will be created using a standard 12-point font and be single-spaced with one-inch margins;
- Each page must be legible and numbered;
- All materials to be reviewed must be contained within the page limit. Please adjust the nomination dossier accordingly;
- Please do not include URLs or materials besides those requested. The Selection Committee will not review these;
- Only dossiers that meet the guidelines above will be forwarded to the Selection Committee; and,
- Ensure that experiential learning is clearly articulated in the dossier.

The following nomination components make up the nomination dossier:

1.0 Cover Page and Table of Contents with page numbers for each item
This is mandatory. The additional use of section dividers is optional and will not be included in the page count.

2.0 Nomination Form

- Award
  Select Award for Excellence in Teaching for Experiential Learning.
- Nominee Contact information
  The Nominee’s contact information must be included.
- Nominator Contact information
  All Nominators must include their contact information.
- Chair/Director Contact Information
  Please provide contact information for the Nominee’s department/school chair/director. Signature of chair/director is required at the time of submission.
3.0 Letter from the Nominators (signed and dated)
This should be a comprehensive summary that encapsulates the dossier and relates directly to the criteria. The letter should both offer the Nominator's unique point of view on the Nominee, as well as make reference to the evidence of excellence in experiential learning practices found throughout the dossier. The nomination letter will be written by a colleague, former graduate student or administrator, or can be a joint letter by more than one of the Nominators.

4.0 Current Curriculum Vitae
Apart from all other information, please ensure the following sections are included in the CV:

- Nominee's Education and Other Relevant Experience
  List all educational certificates, diplomas, and degrees acquired and for each one the granting institutions. Also list Professional Development activities that are related to teaching and learning.

- Employment History Relevant to the Award
  Begin with the Nominee’s current position. Include the date for each appointment and the name of department, school or division.

- Teaching Awards
  List the Nominee’s teaching awards to date beginning with those awarded at the University of Victoria. Include the date that each award was given.

5.0 Teaching Philosophy Statement (2-page max; Written by Nominee)
In the philosophy statement (current within the last two years), the Nominee explains the principles, values, and goals that guide their experiential learning practices. Included in this philosophy should be a brief narrative of the Nominee’s development and reflection on their practices. Other sections of the dossier should substantiate the statements made in the philosophy. The Nominator may make direct references to these sections.

6.0 Experiential Learning Teaching Practices (2-page max; Written by Nominee)
The Nominee should describe two to three specific experiential learning practices and/or innovative strategies that enact the philosophy and indicate their impact on learning. The Nominee can relate a narrative of the practice, offer evidence of effectiveness, and describe the intended learning outcomes.

7.0 Evidence of Excellence in Experiential Learning

7.1 Signed Letters of Support from Former Students (each 1-page max.)
Two signed letters of support from UVic students (not currently a student of the Nominee) or UVic alumni. They may comment on the experiential learning activity or strategy and its effectiveness; professional value of one or more courses (be as specific
about a course as possible); support for learning; impact on their knowledge, skills and values; impact on the community or organization in which the learning takes place; and so on. The best letters are specific and offer concrete examples rather than adjectives of praise.

7.2. Signed Letters of Support from Colleagues (each 1-page max.)
Two signed letters of support from colleagues either at UVic or other institutions. For experiential learning that takes place in the community, a Nominee may opt to provide a letter of support from a community member involved in the project. As with the student letters, these may comment on any of the criteria for the Award. The best letters offer testimonials of the nominee's experiential learning practices in action.

7.3. Courses Taught (provided by the Nominee)
For those courses listed for the last five (5) years, please also provide the number of units, term and class size, as well as the course number and title. If there were any breaks in teaching, include the relevant time beyond these five years; for example, a 6-month study leave or personal leave means that the details of the teaching history should be included for a 5-year 6-month period.

7.4. Summary Student Evaluation Data for Two Courses (provided by the Nominee)
Frequency distribution of the UVic Course Experience Survey (CES) Report (without comments) for two courses usually taught within the last three years (to be attached at the end of the document; not counting toward the total page limit of the nomination package). It is best if the two courses have greater than 10 students (less than 10 is less persuasive and reliable). If less than 10, explain how they are significant. Contextualize the course by noting any irregularities and information such as whether the course is required for a program.

The committee will consider other methods of collecting student data on teaching effectiveness such as student reflections, data from interviews, or focus groups, as long as the complete set of data are provided; please remove any individual student identification information. If you do include data that you have solicited, it is required to include a paragraph (150-word max. for each set of data—not to be counted with the total page count) that explains the context for the evidence of student evaluation of teaching that has been provided in the dossier. Include details of the method used to gather data, how it was administered, and what rationale led to that particular method.
8.0 Nominator’s Summary/Conclusion (150-word limit)
The Nominator (or Nominators) brings the whole dossier together (with quotes as appropriate) by providing a persuasive summation that, if successful, may potentially be used as the foundation for the Award citation.

Where the dossier limit allows, Nominees are welcome to provide other documents relevant to the Award criteria. It is best if any additional documents are contextualized.

Award Administration and Selection Process
The Office of the Vice-President Academic and Provost administers the Award in collaboration with the Division of Learning and Teaching Support and Innovation (LTSI).

Selection Committee
The Selection Committee will be composed of members of the UVic community. These members will occupy the positions below or, if unavailable, a designate will be chosen by the Committee Chair. The Committee members are:

- Chair, Executive Director, Learning and Teaching Support and Innovation (or designate);
- Executive Director, Co-operative Education and Career Services (or designate);
- Executive Director, Indigenous Academic and Community Engagement Office (or designate);
- One Regular Faculty Member, Artist in Residence, or Librarian (may be a previous recipient of the Award);
- University of Victoria Students’ Society representative; and,
- University of Victoria Graduate Students’ Society representative.

Details of the committee’s discussions and deliberations will be held in camera.

With the exception of the Committee Chair, committee members shall usually serve for three years, with one third of the committee being replaced each year after the initial three years. Sitting members of the committee shall not be eligible to make nominations or provide references.

Recognition
The recipient will receive $1,000 and will be formally recognized at the annual REACH Awards ceremony. The awards will be publicized by UVic Communications + Marketing.
Submission Details

Please submit the nomination package to Carolyn Boss, LTSI Program Coordinator, at ltsipc@uvic.ca no later than 4:00 pm on May 17, 2021.

Please direct questions about the Award to Dr. Laurene Sheilds, Executive Director, Division of Learning and Teaching Support and Innovation, at ltsied@uvic.ca.