



University  
of Victoria

Division of Medical Sciences  
PO Box 1700 STN CSC  
Victoria BC V8W 2Y2  
Canada  
Tel (250) 472-5500, Fax (250) 472-5505  
Web <http://imp.uvic.ca/>

## Teaching Award in Medical Sciences (TAMS) Terms of Reference

### Purpose

To recognize and reward excellence in teaching in the IMP (Preclinical Years) or Division of Medical Sciences (DMSC) at the University of Victoria (UVic).

### Award

The award consists of a commemorative plaque, where the name of the winner will be permanently displayed in the lobby of the Medical Sciences Building.

### Eligibility

- Only UVic faculty (full time or affiliate) members who have been appointed for at least two years in the IMP/DMS will be eligible for this award.
- Nominees must have completed at least two consecutive years of teaching duties at the IMP (for Years 1 or 2 undergraduate medical students) or the DMS at UVic at the time of their nomination.
- Nominees must have at least 35 teaching hours/per academic year with DMS students and/or IMP Years 1 or 2 undergraduate medical students.
- Special situations and considerations will go to the TAMS committee.
- TAMS Recipients are not eligible for the award for two years.

### Nomination Procedure

- Nominations may be initiated by faculty, staff or students.
- Nomination forms must be sent to the Graduate Program Administrator: [dmsgrad@uvic.ca](mailto:dmsgrad@uvic.ca)

### Nomination Documents to be Submitted:

#### ***Abbreviated Teaching Dossier for the past two years.***

- This must include the following supporting documents:
  - Number of teaching hours and students taught over the past two years.
  - Student evaluations for courses taught by the nominee in the past two years.
- See the [Learning & Teaching Support and Innovation](#) for full description of effective teaching dossiers
- Teaching dossier (and supporting documents) must be sent to the Graduate Program Administrator: [dmsgrad@uvic.ca](mailto:dmsgrad@uvic.ca)

### **Reference Letters.**

- Nominees must request one letter of support from a peer, and one letter of support from either a present or former student.
- The letters should focus on their teaching ability and may include:
  - Number of hours spent teaching students and nature of this teaching (laboratory, CBL small group facilitation, lecturing, conducting a full course, etc.)
  - Contributions to curriculum development (new courses, new programs)
  - Contributions to improving the student experience
  - Innovation in the classroom and/or development of new/innovative resources
  - Contribution to the university community(UVic)
  - Involvement on committees (both DMS and UVic)
  - Community outreach and involvement
- Reference Letters must be submitted directly by the referees to the Graduate Program Administrator: [dmsgrad@uvic.ca](mailto:dmsgrad@uvic.ca)

### **Selection Committee**

The TAMS committee will consist of:

- Committee chair will be a full time UVic faculty member appointed by the Regional Associate Dean/Division Head. The Chair is not eligible to receive this award.
- Two full time faculty members of the Division of Medical Sciences.
- One UVic affiliate faculty member.
- Winner of award will be invited to serve on the TAMS committee the following year.
- If a committee member is nominated for the Award, the TAMS chair will find a replacement.

### **TAMS Award Timeline**

- Call for nominations sent out the third week of April (two weeks to submit).
- Nominee will have three weeks to submit necessary documentation. It is the responsibility of the Nominee to ensure the two Reference Letters are submitted by the Referees to the Graduate Program Administrator by the deadline.
- TAMS committee will have two weeks to review the nomination packages and determine a recommendation to the Regional Associate Dean/Head, DMS.
  - Winner will be notified shortly afterwards.

### **Award Presentation**

The Teaching Award in Medical Science (TAMS) will be presented at the Learning and Teaching Support and Innovation (LTSI) annual awards night at UVic and the IMP/DMS Seasonal Celebration held annually in December.

For further information, please contact the Graduate Program Administrator [dmsgrad@uvic.ca](mailto:dmsgrad@uvic.ca) or (250) 853-3129.