

CALL FOR NOMINATIONS

Dalhousie Alumni Association Award of Excellence for Teaching

**to be awarded to a current, full-time faculty member
who has taught at Dalhousie for at least three years.**

Conditions

1. Nomination forms may be submitted by alumni, students, staff, and faculty. The consent of the nominee should be obtained before a nomination is submitted.
2. Each nomination form must be accompanied by letters from the **five** nominators, who must individually give reasons for submitting the nomination.
3. Nomination forms and letters must be submitted to the Centre for Learning and Teaching, Room G90, Killam Library, no later than **Monday, February 6, 2012**.
4. A full nomination application, to be compiled by the nominee in collaboration with the nominators, must be submitted no later than **Monday, February 27, 2012**. Please see the reverse of this sheet for detailed submission requirements.

All nominations will be reviewed by a selection committee made up of representatives from the University Senate, the student body, the Alumni Association, the Vice-President Academic and Provost, and the Director of the Centre for Learning and Teaching.

The winner of this Award may be nominated to the Association of Atlantic Universities (AAU) for either the Instructional Leadership Award or the Distinguished Teacher Award

We, the undersigned, wish to nominate

Professor _____

from the Department of _____

Name (please print)	Phone	Email	Signature
1.			
2.			
3.			
4.			
5.			

Please find attached letters stating our individual reasons for submitting this nomination.

All completed nomination forms must include the signature of at least one faculty member.

Please note: a complete copy of the nomination package, including all supporting documents and letters of recommendation, will be presented to the nominee following the selection process, **unless otherwise directed by the nominee or nominators.**

Return to the Centre for Learning and Teaching, Killam Library, no later than MONDAY, FEBRUARY 6, 2012.

For additional information please contact the Centre for Learning and Teaching at clt@dal.ca or 494-1622.

THE ALUMNI AWARD OF EXCELLENCE FOR TEACHING WAS ESTABLISHED IN 1979

This award is presented annually to the professor who, in the eyes of his or her students and peers, has displayed the qualities of superior teaching, enthusiasm for the subject, and interest in the needs of students.

Criteria

It is expected that the following criteria will be among those considered by both nominators and evaluators alike. Candidates should

1. have a comprehensive knowledge of the subject;
2. be habitually well-prepared for teaching sessions, whether lectures, laboratories, seminars, or tutorials;
3. have enthusiasm for the subject, and the capacity to arouse interest in it among the students;
4. encourage student participation in the teaching and learning process;
5. set a high standard and successfully motivate students to attain such a standard;
6. communicate effectively at levels appropriate to students' capacities;
7. utilize methods of evaluation of student performance which stress an understanding of the subject, rather than just the ability to memorize;
8. be accessible to students outside class hours;
9. have a reputation for superior teaching and be recognized for this by students and colleagues alike.

Eligibility

Candidates must be full-time members of the Dalhousie University teaching staff who have completed three years of full-time teaching duties at Dalhousie and who have fulfilled all nomination requirements.

Selection Committee

The Teaching Award Committee will consist of the Chair of Senate (or his/her designate), who shall chair the committee, two academic staff members (normally the two most recent award winners), two student members appointed by the Dalhousie Student Union, two alumni members appointed by the Alumni Association, and, *ex officio*, the Vice-President Academic & Provost and the Director of the Centre for Learning and Teaching.

Nomination Procedures

Stage 1: Each nomination form must be accompanied by letters from the five nominators, who must individually give reasons for submitting the nomination. Nominators are encouraged to ensure that an approximately equal number of letters from **both faculty and students** are included. All completed nomination forms must include the signature of at least one faculty member. Nomination forms and letters must be submitted to the Centre for Learning and Teaching **on or before Monday, February 6, 2012**, at which time nominations will close.

Stage 2: In addition to the nomination form and letters, each nominee will be invited to submit a full nomination package to the selection committee. The following supporting documents must be received by the Centre for Learning and Teaching **no later Monday, February 27, 2012**.

1. A *curriculum vitae* of no more than 8 pages
2. A Teaching Dossier of no more than 20 pages, including the following required information:
 - a. A 1-2 page statement on the nominee's approach to teaching
 - b. A list of all courses taught in the last 3 years, with enrolment figures
 - c. A *summary* of student ratings of instruction from the past 3 years
 - d. Up to 10 pages of additional relevant materials (e.g., course descriptions, descriptions of course innovations, publications or presentations on teaching, up to 3 additional letters of support, etc.)

Nominees are encouraged to work in collaboration with the nominators in preparation of these supporting documents. A nomination package checklist can be downloaded from the Centre's website at www.learningandteaching.dal.ca/nominate.html

Please note: a complete copy of the nomination package, including all supporting documents and letters of recommendation, will be presented to the nominee following the selection process, **unless otherwise directed by the nominee or nominators.**

FOR ADDITIONAL INFORMATION PLEASE CONTACT:
CENTRE FOR LEARNING AND TEACHING (CLT@DAL.CA OR 494-1622)

VISIT OUR WEBSITE AT WWW.LEARNINGANDTEACHING.DAL.CA