



# CALL FOR NOMINATIONS

Graduate Teaching Assistants make an indispensable contribution to university education: teaching in the classroom, leading seminars and tutorials, demonstrating in the laboratory, coaching, and providing feedback to students through marking papers and grading tests, to name only the most common duties.

The Dalhousie President's Graduate Teaching Assistant Awards are open to all qualified graduate teaching assistants (Master's and Ph.D. candidates) who are registered graduate students in the 2011-2012 academic year. Previous nominees are eligible, but previous recipients are not. Up to three awards will be presented annually.

Each nomination requires letters of support from **five** nominators.

**At least two of the signatures must be undergraduate students for whom the GTA has responsibility.**

*We the undersigned wish to nominate*

Nominee's Name

from the Department of

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

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

**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 & Teaching, Killam Library**

**Nomination Deadline: Monday, February 6, 2012.**

**Documentation Deadline: Monday, February 27, 2012**

For additional information, contact the Centre for Learning & Teaching at [clt@dal.ca](mailto:clt@dal.ca) or 494-1622.

## **Nomination Procedures for the Dalhousie University President's Graduate Teaching Assistant Award**

### **Nominations may be made by:**

- undergraduate students for whom the GTA has responsibility (at least two signatures are required)
- faculty members
- other GTAs
- other members of Dalhousie University

### **The nomination letter must contain:**

1. The name of the GTA nominee, with his/her responsibilities identified
2. The name of the main nominator and his/her reasons for making the nomination

### **Criteria:**

Taking into account the fact that GTAs play different roles and face different disciplinary expectations and demands, nominees should have demonstrated an interest in and commitment to the subject and the students, displayed in any of the following ways:

- having comprehensive knowledge of subject
- being prepared for class/TA duties
- showing enthusiasm for the subject and ability to arouse student interest
- encouraging student participation
- setting high standards and motivating students to attain them
- communicating effectively
- being accessible to students outside class
- being evaluated highly by students and faculty

Ideally, the nominee should have demonstrated a commitment to professional development by, for example,

- participation in workshops, conferences, and seminars on teaching, or other concerns of GTAs
- development of solutions to GTA dilemmas (e.g., time management, classroom interaction, motivating students)
- involvement with the training of GTAs

It is the nominee's responsibility to forward the following documentation to the Awards Selection Committee by **Monday, February 27, 2012:**

- 1) a current Dalhousie academic transcript;
- 2) a brief *curriculum vitae* (1-3 pages);
- 3) a 3-7 page teaching dossier (portfolio), which should include the following: a clear statement of specific responsibilities and duties as GTA, a reflective statement concerning the nominee's approach to teaching, details of participation in activities which demonstrate commitment to teaching (e.g., relevant workshops attended);
- 4) student ratings of instruction from each term or, in lieu of these evaluations, a maximum of four letters in support of the GTA from undergraduate students; and
- 5) no more than four letters of reference from colleagues or supervisors commenting on the duties of the GTA at Dalhousie.

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**Visit our website at [www.learningandteaching.dal.ca](http://www.learningandteaching.dal.ca)**