

CALL FOR NOMINATIONS

The Dalhousie Sessional and Part-time Instructor **AWARD OF EXCELLENCE FOR TEACHING**

Conditions

1. Nomination forms may be submitted by alumni, students, staff, and faculty.
2. Each nomination form must be accompanied by three to five letters from 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 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 by **Monday, February 27, 2012**. Please see the reverse of this sheet for detailed submission requirements.

All nominations will be reviewed by a selection committee consisting of the Chair of the Senate Committee on Learning and Teaching (or designate), two past Award winners, two student representatives, the Vice-President Academic and Provost, and the Director of the Centre for Learning and Teaching.

Two awards will be conferred annually.

Award of Excellence for Teaching

We, the undersigned, wish to nominate

Professor _____

of 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.

Return to the Centre for Learning and Teaching, Room G90, Killam Library, no later than **MONDAY, FEBRUARY 6, 2012**.

Please note: a complete copy of the nomination dossier, 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 the Centre for Learning and Teaching at clt@dal.ca or 494-1622.

The Dalhousie Sessional and Part-Time Instructor Award of Excellence for Teaching was established in 2001.

This award is presented annually to two instructors who have 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. be thoroughly prepared for teaching sessions, whether lectures, laboratories, seminars, or tutorials;
2. have enthusiasm for the subject, and the capacity to arouse interest in it among the students;
3. encourage student participation in the teaching and learning process;
4. set a high standard and successfully motivate students to attain such a standard;
5. communicate effectively at levels appropriate to students' capacities;
6. utilize (when responsible for evaluation design) methods of evaluation of student performance which stress an understanding of the subject, rather than just the ability to memorize;
7. be accessible (within reason, and subject to the instructor's personal circumstances) to students outside class hours.

Eligibility

Two awards will be conferred annually to sessional and/or part-time instructors.

PLEASE NOTE: instructors of equivalent status to sessional and part-time instructors may be considered for this award. This equivalence will be determined by the Award Selection Committee, upon the advice of the academic or professional unit in question.

Selection Committee

The Teaching Award Selection Committee will consist of the Chair of the Senate Committee on Learning and Teaching (or designate), two past Award winners (preferably the most recent), two student representatives, the Vice-President Academic and Provost, and the Director of the Centre for Learning and Teaching.

Nomination Procedures

Stage 1: Each nomination form submission must be accompanied by three to five letters from nominators, who must individually give reasons for submitting the nomination. Nominators are encouraged to include letters from both faculty and students, **at least one of which must be from a 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 the nominations will close.

Stage 2: In addition to nomination forms 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 information:
 - a. A 1-2 page statement on the nominee's approach to teaching
 - b. A list of all courses taught for a minimum of 3 years, with enrolment figures
 - c. A *summary* of student ratings of instruction for a minimum of 3 years
 - d. Up to 10 pages of additional relevant materials (e.g., course descriptions, descriptions of course innovations, publications or presentations on teaching, samples of student work, 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 dossier, 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 the Centre for Learning and Teaching at clt@dal.ca or 494-1622. Visit our website at www.learningandteaching.dal.ca