

## COLLEGE TEACHING AND LEARNING AWARDS

### Call for Nominations

Annual awards for outstanding contributions to teaching and learning excellence

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**Deadline for Nominations: Friday, August 28, 2020 by 4:30pm** Attention Byron Sheldrick, Associate Dean (Academic) [csahsada@uoguelph.ca](mailto:csahsada@uoguelph.ca)

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#### Instructor Teaching Awards (3):

- 1. Teaching and Learning Excellence Award:** Full-time, part-time, contractually limited, and sessional instructors are eligible for this award. This award recognizes teaching excellence and innovation of CSAHS instructors. The committee is especially interested in those who have made outstanding contributions, during the past five years, in the following areas outlined below.
- 2. Teaching and Learning Excellence Award for Early Career Faculty:** Contractually limited, and tenure-track faculty at the level of Assistant Professor, are eligible for this award. This award recognizes teaching excellence and innovation by early career full-time or part-time instructors in CSAHS. The committee is especially interested in instructors who have made outstanding contributions in the areas outlined below.
- 3. Teaching and Learning Excellence Award for Sessional Instructors:** Sessional instructors are eligible for this award. This award recognizes teaching excellence and innovation by sessional instructors in CSAHS. The committee is especially interested in instructors who have made outstanding contributions, during the past five years in any, or all, of the following areas outlines below.

#### Areas of Outstanding Contributions:

- Effective Curriculum Development and Alignment
  - Undergraduate and graduate curriculum development
  - Effective methods of assessment based on best pedagogical approaches
  - Demonstrated alignment between course, program, and institution learning outcomes
- Innovation in Teaching and Learning
  - Innovative methods of teaching and learning/teaching and learning innovations
  - Educational material development

- Leadership and Mentoring
  - Commitment to professional development in teaching and learning
  - Evidence of teaching and learning leadership
  - Fostering teaching and learning excellence in others
  - Dedicated commitment in undergraduate and/or graduate mentoring
  - Teaching and learning awards
- Scholarly Contributions and Dissemination
  - Scholarship in teaching and learning
  - Teaching and learning dissemination and knowledge mobilization
- Commitment to Professional Development in Teaching and Learning
  - Presenting and attending teaching and learning conferences
  - Participating in professional development opportunities related to teaching and learning

**Graduate Teaching Assistant Award (1):**

1. **Graduate Teaching Assistant Teaching and Learning Excellence Award:** Graduate teaching assistants are eligible for this award. This award recognizes outstanding contributions made by a graduate teaching assistant to undergraduate or graduate education in one or more of these areas:

- Commitment to professional development in teaching and learning
- Classroom/lab teaching and learning
- Effective grading and assessment
- Preparation and support for distance education
- Contribution to the achievement of learning outcomes
- Preparation of teaching and learning materials
- Other areas of teaching

**NOMINATIONS:** All members of the University community are encouraged to submit nominations for the annual CSAHS Teaching and Learning awards. The nomination package must include a completed nomination form and a one-page letter in support of the nomination. The letter of support should emphasize the major contributions to teaching and learning by the nominee. Forms are available by contacting the Office of the Associate Dean, Academic ([csahsada@uoguelph.ca](mailto:csahsada@uoguelph.ca)).

Immediately after the nomination deadline, the Associate Dean (Academic) will contact all nominees. Nominees who allow their nomination to go forward will be asked to provide supplementary material no later than 4:30 pm on **Friday, August 28**.

**AWARD:** Instructor award recipients will receive a commemorative certificate and an award of \$1000 to be used for a teaching-related purpose. Graduate teaching assistants will receive a commemorative certificate and an award of \$750. Decisions will be made by the CSAHS Hub for Teaching and Learning Excellence Advisory Committee. Teaching and Learning awards will be formally presented at the annual CSAHS Recognition Reception.

**ELIGIBILITY:** All teaching award nominees must be members of a department within the College of Social and Applied Human Sciences. Full-time, part-time, contractually limited, and sessional instructors, as well as graduate teaching assistants are eligible. Applicants are not eligible to receive this award more than once within a three-year period.

**NOMINEE PACKAGE – APPLICATION FORM:**

**Deadline for nominee’s application: Friday, August 28 by 4:30pm** (*submit electronically to [csahsada@uoguelph.ca](mailto:csahsada@uoguelph.ca)*)

**Application Package:** A fillable application form will be provided to nominees. The only additional documents to be submitted with the application form are the letters of support of the nominee. The completed package will include:

- Nomination letter (the ADA Office will add this letter to the nominee’s application submitted)
- Nomination letter (1 page maximum)
- A two-page cover letter documenting teaching and learning accomplishments within the past year related to the outstanding areas of contributions detailed above (please attach selective supporting evidence up to a maximum of 10 pages)
- A teaching and learning statement or philosophy (1 page maximum)
- Teaching focused curriculum vitae (last 5 years; 5 pages maximum)
- Letters of support from current or former students, and/or others familiar with contributions of the nominee (maximum of 5 letters, each 1 page maximum)

**CONFIDENTIALITY OF INFORMATION:** Members of the CSAHS’ Hub for Teaching and Learning Excellence Advisory Committee will treat the nomination file as confidential except that, at the discretion of the Chair of the committee, selected information in the file may be cited at the awards presentation and in publicity material. Nomination files will be accessible to the CSAHS’ Hub for Teaching and Learning Excellence Advisory Committee until after the winner has been announced.

**COLLEGE TEACHING AWARDS COMMITTEE:** The College’s Hub for Teaching and Learning Excellence Advisory Committee is responsible for establishing the award guidelines, for reviewing all applications submitted, and for deciding the winners of the four available annual awards. Applications will be reviewed using the rubric, attached as Appendix A.

**Appendix A: CSAHS Teaching and Learning Award Scoring Rubric**

Criterion	Unsatisfactory/ Not Present (0)	Satisfactory (1)	Strong (2)	Exceptional (3)
<p><b>Effective Curriculum Development and Alignment</b> Evidence may include:</p> <ul style="list-style-type: none"> <li>○ Undergraduate and graduate curriculum development</li> <li>○ Effective methods of assessment based on best pedagogical approaches</li> <li>○ Demonstrated alignment between course, program, and institution learning outcomes</li> </ul>				
<p><b>Innovation in Teaching and Learning</b> Evidence may include:</p> <ul style="list-style-type: none"> <li>○ Innovative methods of teaching and learning/teaching and learning innovations</li> <li>○ Educational material development</li> </ul>				
<p><b>Leadership and Mentoring</b> Evidence may include:</p> <ul style="list-style-type: none"> <li>○ Commitment to professional development in teaching and learning</li> <li>○ Evidence of teaching and learning leadership</li> <li>○ Fostering teaching and learning excellence in others</li> <li>○ Dedicated commitment in undergraduate and/or graduate mentoring</li> <li>○ Teaching and learning awards</li> </ul>				
<p><b>Scholarly Contributions and Dissemination</b> Evidence may include:</p> <ul style="list-style-type: none"> <li>○ Scholarship in teaching and learning</li> <li>○ Teaching and learning dissemination and knowledge mobilization</li> </ul>				

Criterion	Unsatisfactory/ Not Present (0)	Satisfactory (1)	Strong (2)	Exceptional (3)
<b>Commitment to Professional Development in Teaching and Learning</b> Evidence may include: <ul style="list-style-type: none"> <li>• Presenting and attending teaching and learning conferences</li> <li>• Participating in professional development opportunities related to teaching and learning</li> </ul>				
SUBTOTAL				
<b>TOTAL SCORE (OUT OF 15):</b>				