

Laurentian University Teaching Excellence Award 2007-2008

Eligibility

To recognize **outstanding** teaching performance, Laurentian University has established a Teaching Excellence Award. Full-time tenured or tenure track faculty members may be nominated for the Award if they:

- have been successful in one or several areas for at least the past five years; and
- have the support of several constituencies, for example, students, peers, alumni, and administrators, rather than only a single constituency.

All nominations will remain confidential.

Criteria

Although members of the Selection Committee are free to weigh different aspects of teaching and different sources of evidence, the *Teaching Excellence Award* is not a mere popularity contest. The following criteria will be considered:

- judged to be "outstanding", rather than merely "very good";
- comprehensive knowledge of subject;
- preparation for class;
- effective communication;
- enthusiasm for subject;
- ability to stimulate interest in the subject matter;
- encouragement of student participation;
- ability to motivate and maintain high standards;
- fairness in evaluating students;
- contribution to the acquisition of knowledge by students or to the development of their cognitive development;
- accessibility to students outside of class;
- development of new courses;
- development of innovative instructional materials;
- teaching related scholarly activities;
- having stimulated students to pursue post graduate training.

Procedures

Sponsors must obtain the nominee's written consent so as to help assemble a **complete** file.

Nominations will be accepted from the Dean of the Faculty to which the faculty member belongs or from three (3) other people who could be faculty and/or students of any department at Laurentian University. Self nominations will not be accepted. However, given the nature of the selection, the candidate should be involved in the preparation of the dossier.

The submission must be comprised of two parts:

- (1) a Nomination Brief that does not exceed 10 pages; and
- (2) a complete dossier which includes the appropriate supporting documentation.

The Nomination Brief should establish the case for the nominee. It should outline the main reasons for the nomination. Moreover, it should refer to the supporting evidence or documentation. (See Appendix A for a description of what is to be included in this Nomination Brief.)

The complete dossier is comprised of the Nomination Brief as well as the supporting documentation. (See Appendix B for a description of what should be included as part of a full dossier.)

It is the sponsors' responsibility to provide **sufficient evidence** for a five year period from as many sources as possible, to demonstrate that **outstanding work** deserving of recognition has been done. A teaching dossier of at least the last two years of teaching as well as an updated curriculum vitae and annual reports for the last five years must be included.

Evidence of outstanding performance includes the following: formal questionnaires for student evaluation of teaching, testimonial letters from students, alumni, fellow faculty members or administrators, endorsements from faculty and/or student councils, objective measures of student learning, course outlines, methods of evaluating students and any other relevant information. It is useful to have testimonials from a variety of clientele.

The Committee will also take into account preparation of new courses, correspondence courses and varied learning strategies, such as those making use of new technologies.

The Award will be bestowed only when **evidence of outstanding performance** is found.

Letters of nomination **with full supporting documentation** should be sent to the Office of the Vice-President, Academic **no later than Friday, November 30, 2007**. The dossier must be complete. Documentation will **not** be accepted after this date.

The committee will judge only based on the information received. The sponsors will be asked to make a five minute presentation.

The successful candidate will be honoured at the Spring Convocation.

The winner will become eligible again for the Award only after her/his sabbatical has been completed.

Selection Committee

The Selection Committee is composed of ten members, one from the Federated Universities, one from each of the four Academic Faculty Councils, of the four Student Associations as well as the Vice-President, Academic (Francophone Affairs) who chairs the Committee. Committee members must attend all meetings to be eligible to vote. As teaching dossiers can be presented in either English or French, *all members must be able to read the documentation and understand oral presentations in both official languages*. Members of the Committee cannot nominate or present a candidate. All nominations and discussions are confidential, as is the name of the winner until announced publicly.

The mandate of the Committee is also to coordinate the activities surrounding the announcement of the award and to put forward the winner's name to national and international competitions.

Award

The award will normally be in the form of a top up of the sabbatical leave stipend to a maximum of 100 % for Laurentian University Faculty. The Faculty from the Federated Universities may receive some other form of recognition.

Appendix A

Nomination Brief

The Nomination Brief presents the case for the nominee and emphasizes key items in the supporting evidence. Include the following information in a Nomination Brief that does not exceed 10 pages.

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| 1. Candidate | Last Name, First Name
Department/School
Faculty |
| 2. Nominator (s) | Last Name, First Name
Business Address/Telephone/Fax
E-mail |
| 3. Candidate's Education | Degrees and experience |
| 4. Employment History | Academic and teaching-related appointments |
| 5. Teaching Philosophy | Include the nominee's statement of teaching philosophy |
| 6. Teaching Excellence | Provide documentation that demonstrates teaching excellence, such as: <ul style="list-style-type: none">• Normative data from teaching evaluations over several years• A list of special course development efforts• Letters from colleagues and students• A typed list of all student comments from two or more classes• An example of course materials• Describe and provide documentation that demonstrates particularly effective teaching strategies that the nominee employs |
| 7. Educational Leadership (optional) | Provide an itemized summary, beginning with the most recent, and documentation of activities that demonstrate educational leadership, such as: <ul style="list-style-type: none">• Conducting of seminars, workshops, conferences or other events for university colleagues on teaching/learning topics• Work with teaching/learning committees or centers• Consultation with university colleagues on teaching methods• Papers, texts, newsletters or other publications on university teaching• Research on university teaching/learning problems that go beyond the normal discipline-focused research conducted by the faculty member• Work on special projects related to university teaching and learning |

Appendix B

Complete Dossier

Include the following information in the complete dossier

Nomination brief

Nominee's consent

Curriculum vitae (full)

Letters of reference

Student evaluations

Course outlines

Annual reports (maximum of last five years)

Publications (examples of publications dealing with teaching)

Other supporting documentation (can be separate from binder) (example: books, course manuals, etc.)