AWARDS FOR EXCELLENCE IN TEACHING: Procedures for Nomination

1.0 PURPOSE

1.1 These procedures set out the nomination process for teaching awards conferred under Policy A 32.01.

2.0 DEFINITIONS

2.1 See Appendix A to the Awards for Excellence in Teaching (Policy A 32.01) for the definition of Excellence in Teaching and the interpretative principles that apply to it.

3.0 PROCEDURE

Awards

3.1 Normally, up to three Excellence in Teaching Awards are conferred each year, with a dollar value of $5,000 which recipients can choose to accept as either a monetary award or a research grant.

3.2 “Specialized Awards” may be conferred to reflect different career stages or areas of teaching expertise as defined by the University Committee for Excellence in Teaching Awards (“the Committee”).

3.3 All award recipients will be invited to join the Network for Excellent Teaching (NET) for a period of 5 years. This Network will provide peer mentorship and support, as well as professional development opportunities aimed at the interests of award winners.

3.4 Types of Specialized Awards and any changes to process or criteria will be finalized by the Committee by May 31 in each year, based on their experience with the process.
**NOMINATIONS**

3.5 Requests for nominations should begin no later than September 15. The Chair of the Committee is expected to help solicit nominations from across the institution and encourage nominations that are inclusive of SFU’s diversity of instructors.

3.6 Nominations are due in October 15 of each year, with the awards announced at the annual awards ceremony (normally in February or March). Recommendations of award recipients should be made by the Committee to the Vice President Academic and Provost no later than January 31.

3.7 An individual cannot be considered for, or receive, more than one award in a given year.

3.8 At the Committee’s discretion, Specialized Awards may not be conferred in any given year, for instance if there is not a strong or extensive pool of nominees for a particular award.

3.9 Nominations may be made by SFU faculty, staff, students, or alumni, and should address the criteria for Excellence in Teaching as set out in Appendix A, and any additional criteria for the Specialized Awards as defined by the Committee (Section 3.4).

3.10 Further information collected is at the discretion of the Committee but is normally comprised of:

   a. A nomination form addressing the criteria for Excellence in Teaching as set out in Appendix A, plus up to 2 additional pages of information from the nominator(s), which may include excerpts from additional letters of support.
   
   b. A letter of support from a person in a leadership role such as a Chair, Director, Dean, or delegate
   
   c. The committee will seek input from students when conferring teaching awards. This may be through a survey sent to 50 randomly students taught over the previous 5 years or through another method, to be determined by the committee.
   
   d. A statement and supporting documentation from the nominee including a form addressing the criteria for Excellence in Teaching as set out in Appendix A, and any criteria for Specialized Awards; and additional reflection (no more than 3 pages) on teaching approaches, practices, and impact in the context of the criteria The nominee will also provide information on career progression, courses taught, TAs supervised, etc. such as is normally included in a CV.

For the Excellence in Teaching Award, the statement from the nominee should additionally include reflection on contributions to educational innovation, inquiry, and leadership.

**SPECIALIZED AWARDS**

3.11 Normally, subcommittees will be formed to consider nominees for Specialized Awards. Subcommittees will have at least three members, with at least one individual a member of the Committee. Other individuals not on the Committee may be invited to serve because of their expertise (for example, past recipients of the award).
3.12 Specialized Awards for consideration are reviewed and defined annually by the Committee. Some awards have criteria beyond meeting the definition for Excellence in Teaching in Appendix A.

a. **Early Career Award for Excellence in Teaching**

   Additional criteria: Limited to faculty members who have been in a faculty appointment for no more than 6 years, including faculty appointments at institutions other than SFU. Normally, individuals would have taught at SFU for a minimum of two years.

b. **Community Engaged or Experiential Education Award**

   Additional criteria: nomination and supporting information limited to courses with a substantial community-engaged and/or experiential education component. Our SFU draft definition: “Experiential education is when learners purposefully engage in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop learners’ capacity to contribute to their communities.” Community-engaged experiential education is normally designed in partnership with community to address mutually beneficial goals.

c. **Excellence in the Online or Blended Environment**

   Additional criteria: nomination and supporting information limited to courses taught in the online (OL) or blended (B) format.

**FUTURE SPECIALIZED AWARDS**

4.0 Future Specialized Awards may be established by the Committee. The following are examples of recognition that the Committee will consider establishing:

- Sessional or limited term lecturer award
- Teaching assistant award(s)
- Student/alumni choice award
- Librarian award
- Open educational Resources award.