



The following Motions and Documents were considered by the GFC Undergraduate Teaching Awards Committee at its June 14, 2013 meeting:

Agenda Title: **Proposed Revisions to the Awards for Teaching Excellence Procedures (in UAPPOL)**

APPROVED MOTION: THAT the GFC University Teaching Awards Committee (UTAC) recommend to the Acting Provost and Vice-President (Academic) proposed changes (submitted by the Committee) to the Rutherford Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 1, including the checklist); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 2, including the checklist); the Provost's Awards for Early Achievement (Procedure) (set forth in Attachment 3, including the checklist); the Teaching Unit Award (Procedure) (set forth in Attachment 4, including the proposed checklist); and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Appendix 5, including the checklist), all for implementation upon the Acting Provost's final approval.

Final Recommended Amended Item: 4

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the Awards for Teaching Excellence Procedures (in UAPPOL)**

- Rutherford Award for Excellence in Undergraduate Teaching (Procedure and Checklist)
- William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure and Checklist)
- Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching (Procedure and Checklist)
- Teaching Unit Award (Procedure and Checklist)
- Award for Excellence in Graduate Teaching (Procedure and Checklist)

Motion: THAT the GFC University Teaching Awards Committee (UTAC) recommend to the Acting Provost and Vice-President (Academic) proposed changes (submitted by the Committee) to the Rutherford Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 1, including the checklist); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 2, including the checklist); the Provost’s Awards for Early Achievement (Procedure) (set forth in Attachment 3, including the checklist); the Teaching Unit Award (Procedure) (set forth in Attachment 4, including the proposed checklist); and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Appendix 5, including the checklist), as amended, all for implementation upon the Acting Provost’s final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)
Presenters	Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)
Subject	Proposed Revisions to University of Alberta Policies and Procedures Online (UAPPOL) – Awards for Teaching Excellence Procedures

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To address concerns and issues raised with the administration of the Procedures for the Awards for Teaching Excellence, based on feedback provided by representatives of the Academic Awards and Ceremonies Office (AACO), Office of the Registrar, who are responsible for vetting all nomination packages for the awards adjudicated by GFC UTAC, and from those members who served on GFC UTAC in the Academic Year 2012-2013, based on their adjudication of these awards in the Spring of 2013.
The Impact of the Proposal is	See ‘Purpose’.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval of the Acting Provost and Vice-President (Academic).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	To review the current procedures associated with the University’s awards for excellence in teaching, members are directed to UAPPOL. See: https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=17 .

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> Cornerstone 4 - <u>Transformative Organization and Support</u>: “Promote administrative effectiveness and good governance
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	by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures.”
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and to make rules and regulations respecting academic awards (Section 26(1)(m)).</p> <p>2. GFC Policy: Section 3, GFC University Teaching Awards Committee (UTAC) Terms of Reference, states: “The University Teaching Awards Committee (UTAC) adjudicates the William Hardy Alexander Award for Excellence in Undergraduate Teaching, the Rutherford Awards for Excellence in Undergraduate Teaching and the Teaching Unit Award (see the <i>Awards for Teaching Excellence Policy</i> and procedures as posted in UAPPOL). (EXEC 03 MAY 2004)</p> <p>UTAC has responsibility for reviewing the awards policies and criteria for the Rutherford, William Hardy Alexander, and Teaching Unit Awards, and for alerting the GFC Executive Committee of any problems with the policies governing these awards.”</p> <p>In addition, GFC UTAC has been delegated the responsibility for reviewing the procedures associated with the Provost’s Award for Early Achievement and the Award for Excellence in Graduate Teaching.</p> <p>3. Changes deemed to be ‘substantive’ in nature that affect the purpose of the benchmark documents (ie, in this case, the above-noted procedures) may be discussed by those bodies involved in the original approval route of those documents, usually a governance committee or committees, prior to formal approval by the Acting Provost and Vice-President (Academic). Any decision in this regard is at the discretion of and would be made by the Acting Provost and Vice-President (Academic).</p>

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Academic Awards and Ceremonies Office, Office of the Registrar (June, 2012); GFC University Teaching Awards Committee (UTAC) (March 8 and April 12, 2013)
Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee (UTAC) (June 14, 2013) – for recommendation to the Acting Provost and Vice-President (Academic); Provost and Vice-President (Academic) – for final approval
Final Approver	Provost and Vice-President (Academic)

Attachments:

Note: In each of the attachments, proposed revisions are noted by means of (current) text that has been ~~struck through~~ and (proposed) red-coloured, underlined text.

Attachment 1 (pages 1 – 2) – Proposed Revisions to the Rutherford Award for Excellence in Undergraduate Teaching Procedure (and Checklist)



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Attachment 2 (pages 1 – 2) – Proposed Revisions to the William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure (and Checklist)

Attachment 3 (pages 1 – 2) – Proposed Revisions to the Provost's Award for Early Achievement Procedure (and Checklist)

Attachment 4 (pages 1 – 2) – Proposed Revisions to the Teaching Unit Award Procedure (and Proposed Checklist)

Attachment 5 (pages 1 – 2) – Proposed Revisions to the Award for Excellence in Graduate Teaching Procedure (and Checklist)

Prepared by: Elisabeth Le, Chair, GFC University Teaching Awards Committee, elisabeth.le@ualberta.ca, and Garry Bodnar, University Governance, garry.bodnar@ualberta.ca

Attachment 1 – Proposed Revisions to the Rutherford Award for Excellence in Undergraduate Teaching Procedure (and Checklist)

Note: Proposed revisions are noted by means of (current) text that has been ~~struck through~~ and (proposed) red-coloured, underlined text.

Rutherford Award for Excellence in Undergraduate Teaching Procedure	
<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines the key points upon which the nomination is based; this summary is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>	<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines <u>(preferably in point form)</u> the key points upon which the nomination is based; <u>this summary is a self-standing document and it</u> is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. <u>Letters must be signed.</u> Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>
Rutherford Award for Excellence in Undergraduate Teaching NOMINATOR’S CHECKLIST	
<p>3. Does the nomination contain a table of contents (unnumbered page)?</p> <p>4. Does the nomination include a brief</p>	<p>3. Does the nomination contain a table of contents (unnumbered page) <u>and is the page for each content item indicated?</u></p> <p>4. Does the nomination include a brief</p>

<p>executive summary, as described in this award's procedure? [...]</p> <p>6. Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p>7. Does the nominee's name appear on the first numbered page of the nomination?</p> <p>8. Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>	<p>executive <u>summary and a very brief curriculum vitae</u>, as described in this award's procedure? [...]</p> <p><u>6.</u> Does the nomination include USRI scores as per the table that is given in the forms at the end of the procedure, or comparable measure when no USRI are available?</p> <p><u>7.</u> Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p><u>8.</u> Does the nominee's name appear on the first numbered page of the nomination?</p> <p><u>9.</u> Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>
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Attachment 2 – Proposed Revisions to the William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure (and Checklist)

Note: Proposed revisions are noted by means of (current) text that has been ~~struck through~~ and (proposed) red-coloured, underlined text.

William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure	
<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines the key points upon which the nomination is based; this summary is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p>	<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines <u>(preferably in point form)</u> the key points upon which the nomination is based; <u>this summary is a self-standing document and it</u> is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. <u>Letters must be signed. Electronic signatures are acceptable.</u> If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>
<u>WILLIAM HARDY ALEXANDER AWARD</u> <u>NOMINATOR’S CHECKLIST</u>	
<p>3. Does the nomination contain a table of contents (unnumbered page)?</p>	<p>3. Does the nomination contain a table of contents (unnumbered page) <u>and is the page for each content item indicated?</u></p>

<p>4. Does the nomination include a brief executive summary, as described in this award's procedure?</p> <p>[...]</p> <p>6. Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p>7. Does the nominee's name appear on the first numbered page of the nomination?</p> <p>8. Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>	<p>4. Does the nomination include a brief executive summary <u>and a very brief curriculum vitae</u>, as described in this award's procedure?</p> <p>[...]</p> <p><u>6.</u> Does the nomination include USRI scores as per the table that is given in the forms at the end of the procedure, or comparable measure when no USRI are available?</p> <p><u>7.</u> Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p><u>8.</u> Does the nominee's name appear on the first numbered page of the nomination?</p> <p><u>9.</u> Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>
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Attachment 3 – Proposed Revisions to the Provost’s Award for Early Achievement Procedure (and Checklist)

Note: In each of the attachments, proposed revisions are noted by means of (current) text that has been ~~struck through~~ and (proposed) red-coloured, underlined text.

Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching Procedure	
<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines the key points upon which the nomination is based; this summary is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>	<p>2. NOMINATION</p> <p>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</p> <p>[...]</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines <u>(preferably in point form)</u> the key points upon which the nomination is based; <u>this summary is a self-standing document and it</u> is included, as well, within the 20-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. <u>Letters must be signed.</u> Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>
<u>PROVOST’S EARLY ACHIEVEMENT AWARD</u> <u>NOMINATOR’S CHECKLIST</u>	
<p>3. Does the nomination contain a table of contents (unnumbered page)?</p> <p>[...]</p>	<p>3. Does the nomination contain a table of contents (unnumbered page) <u>and is the page for each content item indicated?</u></p>

<p>6. Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p>7. Does the nominee's name appear on the first numbered page of the nomination?</p> <p>8. Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>	<p>[...]</p> <p><u>6.</u> Does the nomination include USRI scores as per the table that is given in the forms at the end of the procedure, or comparable measure when no USRI are available?</p> <p><u>7.</u> Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p><u>8.</u> Does the nominee's name appear on the first numbered page of the nomination?</p> <p><u>9.</u> Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>
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Attachment 4 –Proposed Revisions to the Teaching Unit Award Procedure (and Checklist)
(pages 1 – 4)

Note: Proposed revisions are noted by means of (current) text that has been ~~struck through~~ and (proposed) red-coloured, underlined text.

Teaching Unit Award Procedure	
<p>2. NOMINATION</p> <p>[...]</p> <p>d. The package must include a brief executive summary prepared by the nominator that outlines the key points upon which the nomination is based; this summary is included, as well, within the 18-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>	<p>2. NOMINATION</p> <p><u>The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading “Criteria for the Award”). In particular</u></p> <p>[...]</p> <p>d. The package must include a brief executive summary prepared by the nominator that outlines <u>(preferably in point form)</u> the key points upon which the nomination is based; <u>this summary is a self-standing document and it</u> is included, as well, within the 18-page limit.</p> <p>[...]</p> <p>Supporting documentation submitted to GFC UTAC must be in English. <u>Letters must be signed.</u> Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</p> <p>[...]</p>

Document to be added:

GFC University Teaching Awards Committee (UTAC)

**TEACHING UNIT AWARD
NOMINATOR’S CHECKLIST**

NOMINEE'S NAME AND FACULTY:

Yes/No		<u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u>
	1.	Is the nominee a teaching unit composed of two or more academic staff members who collaborate to provide leadership in the preparation and coordination of instruction at the undergraduate or graduate level and who are actively involved in the delivery of instruction?
	2.	Is the material supporting this nomination no more than eighteen (18) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through 18 in the bottom right-hand corner, and is the nomination package stapled in the top left-hand corner?
	3.	Does the nomination contain a table of contents (unnumbered page) and is the page for each content item indicated?
	4.	Does the nomination include a brief executive summary, as described in this award's procedure?
	5.	Does the nomination include <i>at least one</i> letter of support from <i>EACH</i> of the following: i. a superior (e.g., Dean, Chair, or Director), ii. an external academic peer, and iii. a student
	6.	Does the nomination include USRI scores as per the table that is given in the forms at the end of the procedure, or comparable measure when no USRI are available?
	7.	Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 18 numbered pages.
	8.	Does the nominee's name appear on the first <u>numbered</u> page of the nomination?
	9.	Has this checklist been completed by indicating <i>yes</i> or <i>no</i> next to each question and attached as the <u>unnumbered first page</u> to each of the twelve copies being submitted?

Attachment 5 –Proposed Revisions to the Award for Excellence in Graduate Teaching Procedure (and Checklist) (pages 1 – 4)

Proposed revisions are noted by means of (current) text that has been ~~struck-through~~ and (proposed) red-coloured, underlined text.

Award for Excellence in Graduate Teaching Procedure	
<p>2. NOMINATION</p> <p>[...] b. [...]</p> <p>The external peer evaluations should be submitted in the original and must be current; they must not be excerpted or abridged. All documentation submitted to GFC UTAC must be in English. If material has been translated, the original document(s) must be included as appendices. (These appendices will not be included in the total page count.)</p> <p>[...] Electronic signatures are acceptable.</p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is a graduate teaching award, so detailed information about graduate teaching and research publication is relevant; a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator(s) that outlines the key points upon which the nomination is based; this summary is included, as well, within the 20-page limit.</p> <p>[...]</p>	<p>2. NOMINATION</p> <p>[...] b. [...]</p> <p>The external peer evaluations should be submitted in the original and must be current; they must not be excerpted or abridged.</p> <p>[...] <u>Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed.</u> Electronic signatures are acceptable. <u>If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)</u></p> <p>Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is a graduate teaching award, so detailed information about graduate teaching and research publication is relevant; a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines <u>(preferably in point form)</u> the key points upon which the nomination is based; <u>this summary is a self-standing document and it</u> is included, as well, within the 20-page limit.</p> <p>[...]</p>
AWARD FOR EXCELLENCE IN GRADUATE TEACHING	

NOMINATOR'S CHECKLIST

<p>[...]</p> <p>3. Does the nomination contain a table of contents (unnumbered page)?</p> <p>4. Does the nomination include a brief executive summary, as described in this award's procedure?</p> <p>[...]</p> <p>6. Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p>7. Does the nominee's name appear on the first numbered page of the nomination?</p> <p>8. Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>	<p>[...]</p> <p>3. Does the nomination contain a table of contents (unnumbered page) <u>and is the page for each content item indicated?</u></p> <p>4. Does the nomination include a brief executive summary <u>and a very brief curriculum vitae</u>, as described in this award's procedure?</p> <p>[...]</p> <p><u>6.</u> <u>Does the nomination include USRI scores as per the table that is given in the form at the end of the procedure, or comparable measure when no USRI are available?</u></p> <p><u>7.</u> Is the nomination approved by the Dean or his/her designate? Please note that if the Dean is submitting a letter of support with the nomination it must appear as one of the 20 numbered pages.</p> <p><u>8.</u> Does the nominee's name appear on the first numbered page of the nomination?</p> <p><u>9.</u> Has this checklist been completed by indicating yes or no next to each question and attached as the unnumbered first page to each of the twelve copies being submitted?</p>
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