



The following Motions and Documents were considered by the GFC University Teaching Awards Committee at its Thursday, October 04, 2018 meeting:

Agenda Title: **Proposed changes to Awards for Teaching Excellence Procedures (UAPPOL)**

CARRIED MOTION: THAT the GFC University Teaching Awards Committee (UTAC) recommend approval by the Provost and VP (Academic) of the proposed changes to Awards for Teaching Excellence Procedures (UAPPOL).

Final Item 5.

**Governance Executive Summary
Action Item**

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 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 Provost’s final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Pierre Lemelin, Chair, GFC University Teaching Awards Committee (UTAC)
Presenter	Pierre Lemelin, Chair, GFC University Teaching Awards Committee (UTAC)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is	Proposed Revisions to University of Alberta Policies and Procedures Online (UAPPOL) – Awards for Teaching Excellence Procedures
Executive Summary	<p>GFC UTAC is tasked with annually reviewing the Awards for Teaching Excellence Procedures in UAPPOL and recommending proposed changes to the Provost and Vice-President (Academic).</p> <p>In keeping with the <i>Amrhein Protocol</i>, (EXEC May 2, 2005), once GFC UTAC members review the proposed changes set out in this Governance Executive Summary, and if members deem the changes either editorial or content changes, the GFC UTAC Chair may forward the changes to the Provost and Vice-President (Academic) for consideration.</p> <p>The committee proposes changes to the submission of nomination packages from twelve (12) hard copies to one (1) hard copy and one (1) electronic copy. This will allow UTAC committee members to access nomination packages electronically which will increase accessibility, promote sustainability, and align with other awards and governance processes. This would also align with current practice for other major award selection committees and with the electronic only distribution of</p>

FINAL Item No. 5

	<p>GFC and committee materials.</p> <p>The committee proposes a change in the wording of notification to recipients to allow the Provost and Vice-President (Academic) to decide the appropriate notification process.</p> <p>Awards recipients are now recognized at Celebrate! Teaching.Learning.Research necessitating updated wording to reflect the current ceremony.</p> <p>The committee proposes minor changes to clarify the availability of the additional award and the potential for a carry-forward award for:</p> <ul style="list-style-type: none"> • Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching Procedure • Rutherford Award for Excellence in Undergraduate Teaching Procedure • William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Toolkit section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • UTAC <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Curtis Champagne, Strategic Initiatives Manager, Centre for Teaching and Learning • Theresa Curry, Financial Officer, Provost and Vice-President (Academic) <p><u>Those who have been informed:</u></p>
Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee (UTAC) (October 4, 2018) – for recommendation to the Provost and Vice-President (Academic); Provost and Vice-President (Academic) – for final approval

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p><i>For the Public Good</i></p> <p>EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Objective 14: Inspire, model, and support excellence in teaching and learning.</p> <p>SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p>
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FINAL Item No. 5

	Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institutions as a whole to achieve shared strategic goals.
Alignment with Institutional Risk Indicator	Please note the specific institutional risk this proposal is addressing
Legislative Compliance and jurisdiction	1. <i>Post Secondary Learning Act (PSLA)</i> 2. <i>GFC University Teaching Awards Committee (UTAC) Terms of Reference</i>

Attachments:

1. Rutherford Award for Excellence in Undergraduate Teaching Procedure and checklist
2. William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure and checklist
3. Provost's Award for Early Achievement of Excellence in Undergraduate Teaching Procedure and checklist
4. Teaching Unit Award Procedure and checklist
5. Award for Excellence in Graduate Teaching Procedure and checklist
6. Awards for Teaching Excellence Policy (for information)

Prepared by: University Governance



Approval Date: November 27, 2011

Most Recent Editorial Date: June 12, 2015

Most Recent Approval Date: June 10, 2016

Parent Policy: [Awards for Teaching Excellence Policy](#)

Rutherford Award for Excellence in Undergraduate Teaching Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The Rutherford Award for Excellence in Undergraduate Teaching was instituted at the University of Alberta in 1982.

Purpose

To recognize publicly teaching excellence by **full-time continuing** academic staff (regardless of seniority), to publicize such excellence to the University and the wider community, to encourage the pursuit of such excellence, and to promote informed discussion of teaching and its improvement at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

Any individual who has completed a minimum of five years of teaching at the University of Alberta as a full-time continuing member of the academic teaching staff (Category A1.1 or A1.6) is eligible. Five years is defined as five full years of teaching exclusive of leaves and duties which constitute absence from teaching. (Note: The University of Alberta Academic Year is counted from July 1 to June 30). Nominees must have been teaching within the last 24 months of the date of nomination. If an eligible individual takes on a new position that places him/her in a different staff category, that individual will remain eligible for nomination for 24 months after his/her reclassification. However, individuals may apply for only one of either the Rutherford or William Hardy Alexander Awards in a given year. Retired members of the teaching staff remain eligible for nomination up to 12 months following retirement from the University of Alberta

Staff or students of any Faculty that teaches undergraduate students are encouraged to submit nominations to their Department Chair or Dean, as appropriate. The GFC University Teaching Awards Committee (UTAC) suggests that this be done through an appropriate Faculty committee. The resubmission of nominations in subsequent years is welcomed.

The number of permissible annual nominations per Faculty is dependent upon the number of full-time continuing teaching staff as follows:

- Up to 60 staff 1 nomination
- 61 to 120 staff 2 nominations



U of A Policies and Procedures On-Line (UAPPOL)

121 to 180 staff	3 nominations
181 to 240 staff	4 nominations
241 to 300 staff	5 nominations
301 to 360 staff	6 nominations
	and so on (1 per 60)

Eligibility issues arising prior to adjudication of the award by GFC UTAC will be resolved by the Provost and VicePresident (Academic) and the UTAC Chair.

2. NOMINATION

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

- a. Student assessments are necessary for evaluation of adjudication criteria 3. c, d, e, f, i and j. Student assessments should provide information about the quality of teaching over a period of years and over the range of undergraduate courses taught and should demonstrate the nominee's teaching compared with other members of the Department or Faculty.

Letters from alumni, trainees and other learners are also important and provide information on the long-term effect of the nominee's teaching.

- b. **External peer** evaluations must be included with the nomination (see criterion 3.b). A minimum of two are required. Only the Dean, Department Chair or Chair of the Faculty Committee may solicit external evaluations. At least one such evaluation must come from a peer in a related field at another academic institution; only one such evaluation may be from a former trainee or learner. Letters to external evaluators must advise such evaluators that their assessments will be confidential and that only the Dean, Department Chair or Chair of the Faculty committee, and the GFC UTAC will be privy to the information provided.

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, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

GFC UTAC feels that assessments by external evaluators are limited only by the amount of teaching-related information submitted to them. Nominators are encouraged, therefore, to compile comprehensive teaching materials for their candidates (eg, course outlines, samples of handouts, examinations, assignments) so that external evaluators have adequate information to assess the nominee.

- c. Letters from colleagues regarding teaching, course materials, range of courses and activities related to teaching, are valuable for evaluation of adjudication criteria 3. a, g, h and j.
- d. A statement of the nominee's teaching philosophy. When preparing the teaching philosophy, nominees are encouraged to describe not only the 'what' and 'how' of their teaching, but also the 'why'.
- e. Universal Student Ratings of Instruction (USRI) scores for the two most general categories – 'Overall, the quality of the course content was excellent[.]' and 'Overall, this instructor was excellent[.]' – and an additional category at the discretion of the instructor must be submitted for each course taught in the past five years, if applicable, per the table below. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

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 (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.



U of A Policies and Procedures On-Line (UAPPOL)

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the Rutherford Award Nominator's checklist must be included with the nomination as an unnumbered first page. A title page and a table of contents must be submitted as unnumbered pages. Nominations and all supporting documentation must be in a 12point font. (NOTE: Anything more than 20 pages will be removed prior to distribution to GFC UTAC members. Any page where 2 pages have been reduced to 1 page will be counted as 2 pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

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Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. 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.)

One hard copy and one electronic copy of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline. (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the Rutherford Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library.

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GFC UTAC recognizes that nominations from different Faculties might vary considerably and takes this into account during its deliberations. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

3. CRITERIA FOR THE AWARD

The adjudication criteria for the Rutherford Award for Excellence in Undergraduate Teaching are set out below (not necessarily in order of importance) and nominations and documents should address these criteria as much as possible:

- a. Exhibits a consistently superior command of the subject matter.
- b. Demonstrates excellent planning and organization in course outlines and objectives, reading and laboratory assignments, handouts, projects, grading schemes, examinations and all other material associated with undergraduate courses.*
- c. Instills vital interest in and enthusiasm for the subject on the part of students.
- d. Strongly encourages and fosters independent study.
- e. Generates a desire for continued learning.
- f. Strongly encourages students to be critical, to think independently and to solve problems.
- g. Presents the subject matter at an appropriate level of rigor.
- h. Demands that students have a comprehensive, coherent understanding of the subject matter.
- i. Consistently demonstrates a concern for student progress and is available and approachable for out-of-classroom consultation.
- j. Is a valuable resource for both students and colleagues.
- k. Contribution to curriculum development for the program.
- l. Promotes and contributes to excellence in teaching by collaborating with others within the University and/or with communities at large.

It is suggested that all nominees ensure all the material submitted, to support their application, is current and pertains to the award the nominee is seeking.

*External peer evaluations of criterion b are to be submitted with the nomination.

4. ADMINISTRATION OF THE AWARD

The GFC University Teaching Award Committee (UTAC) will adjudicate the award.



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Each year up to five (5) Rutherford Awards will be funded; at least one award will be given annually. In any given year when there is more than one award, they will not normally be made to individuals in the same department. No one individual is to receive a Rutherford award more than once.

Each year, funds for **one** additional award will also be made available to GFC UTAC. The Committee may, at its discretion, choose to grant this additional award as **either**: an additional Rutherford Award for Excellence in Undergraduate Teaching, an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching **or** an additional Provost's Early Achievement Award for Excellence in Undergraduate Teaching (one award across all three categories). In the event that the Committee chooses not to award these additional funds in a given year, those funds will be carried over **one year**, at which time the Committee may award the carried over funds in the manner described above.

Recipients of the additional award are subject to the eligibility criteria and nomination requirements for the Award to which the Committee chooses to designate the additional funds (e.g. the Rutherford Award for Excellence in Undergraduate Teaching or the William Hardy Alexander Award for Excellence in Undergraduate Teaching).

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) **shall notify recipients**.

Individual award recipients shall be **recognized at Celebrate! Teaching, Learning, Research** and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Full-Time Continuing	Full-time academic staff (Categories A1.1 or A1.6) as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues .
External Peer	A peer from an academic institution OTHER than the University of Alberta

FORMS

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[Rutherford Award Nominator's Checklist](#)

[Undergraduate Teaching Document – USRI Results](#)

RELATED LINKS

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#)

GFC University Teaching Awards Committee (UTAC)

**RUTHERFORD 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 THE SUBMISSION</u>
	1.	Has the nominee served as a full-time continuing member of the academic teaching staff (Category A1.1 or A1.5) of the University of Alberta for at least five full years?
	2.	Is the material supporting this nomination no more than twenty (20) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through 20 in the bottom right-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 and a very brief curriculum vitae, as described in this award's procedure?
	5.	Are external peer (a peer from an academic institution OTHER than the University of Alberta) evaluations included (at least one of which is from a peer in a related field at another academic institution)?
	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 20 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 the <u>submission</u> ?

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Approval Date: November 27, 2011

Most Recent Editorial Date: January 23, 2015

Most Recent Approval Date: June 10, 2016

Parent Policy: [Awards for Teaching Excellence Policy](#)

William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The William Hardy Alexander Award for Excellence in Sessional Teaching was approved by GFC on November 26, 2001. On November 6, 2006, the award was renamed the William Hardy Alexander Award for Excellence in Undergraduate Teaching.

Purpose

To recognize publicly excellence in undergraduate teaching by **academic staff**, to publicize such excellence to the University and the wider community, to encourage the pursuit of teaching excellence, and to promote informed discussion of teaching and its improvement at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

Faculties may nominate one candidate per 60 academic staff in Categories A2.1 and A2.2, excluding full-time graduate students. Due to the difficulty in determining the number of staff in these categories centrally, each Faculty is asked to determine the number of nominations based on this ratio. Under the 1 per 60 ratio, most Faculties will nominate one candidate, and the Faculties that employ the greatest number of sessional staff will nominate two.

Staff or students of any Faculty that teaches undergraduate students are encouraged to submit nominations to their Department Chair or Dean, as appropriate. GFC UTAC suggests that this be done through an appropriate Faculty committee. The resubmission of nominations in subsequent years is welcomed.

Temporary academic staff (Categories A2.1 and A2.2) as well as continuing academic staff in Categories A1.2 (Administrative Professional Officers), A1.3 (Faculty Service Officers), A 1.4 (Librarians), A1.5 (part-time continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff), with at least three years teaching experience (and who have taught at least 18 credits) at the University of Alberta are eligible for this award. Three years is defined as contracts in three different academic years. (Note: The University of Alberta Academic Year is counted from July 1 to June 30). Nominees must have been teaching within the last 24 months of the date of nomination. Full-time graduate students are not eligible for this award. If an eligible individual takes on a full-time position (in Category A1.1 or A1.6), that individual will remain eligible for nomination for 24 months after his/her



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reclassification. However, individuals may apply for only one of either the William Hardy Alexander or Rutherford Awards in a given year

Eligibility issues prior to adjudication of the award by GFC UTAC will be resolved by the Provost and VicePresident (Academic) and the UTAC Chair.

2. NOMINATION

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

- a. Student assessments are necessary for evaluation of adjudication criteria 3. c, d, e, f, i and j. Student assessments should provide information about the quality of teaching over a period of years and over the range of undergraduate courses taught and should demonstrate the nominee's teaching compared with other members of the Department or Faculty.

Letters from alumni, trainees and other learners are also important and provide information on the long-term effect of the nominee's teaching.

- b. External peer evaluations must be included with the nomination (see criterion 3.b). A minimum of two are required. Only the Dean, Department Chair or Chair of the Faculty committee may solicit external evaluations. At least one such evaluation must come from an academic in a related field at another institution; only one such evaluation may be from a former trainee or learner. Letters to external evaluators must advise such evaluators that their assessments will be confidential and that only the Dean, Department Chair or Chair of the Faculty committee, and the GFC University Teaching Awards Committee will be privy to the information provided.

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, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

GFC UTAC feels that assessments by external evaluators are limited only by the amount of teaching-related information submitted to them. Nominators are encouraged, therefore, to compile comprehensive teaching materials for their candidates (eg, samples of handouts, examinations, assignments) so that external evaluators have adequate information to assess the nominee.

- c. Letters from colleagues regarding teaching, course materials, range of courses and activities related to teaching, are valuable for evaluation of adjudication criteria 3. a, g, h, and j.
- d. A statement of the nominee's teaching philosophy. When preparing the teaching philosophy, nominees are encouraged to describe not only the 'what' and 'how' of their teaching, but also the 'why'.
- e. Universal Student Ratings of Instruction (USRI) scores for the two most general categories – 'Overall, the quality of the course content was excellent[.]' and 'Overall, this instructor was excellent[.]' – and an additional category at the discretion of the instructor must be submitted for each course taught in the past three years, if applicable, per the table below. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

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 (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the William Hardy Alexander Nominator's checklist (see link provided under FORMS below) must be included with the nomination as an unnumbered first page. A title page and a table of contents must be submitted as

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U of A Policies and Procedures On-Line (UAPPOL)

unnnumbered pages. Nominations and all supporting documentation must be in 12-point font. (NOTE: Anything more than 20 pages will be removed prior to distribution to GFC UTAC members. Any page where 2 pages have been reduced to 1 page will be counted as 2 pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

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Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. 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.)

One hard copy and one electronic copy of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline. (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the William Hardy Alexander Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library.

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GFC UTAC recognizes that nominations from different Faculties might vary considerably and takes this into account during its deliberations. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

3. CRITERIA FOR THE AWARD

The adjudication criteria for the William Hardy Alexander Award for Excellence in Undergraduate Teaching are set out below (not necessarily in order of importance) and nominations and documents should address these criteria as much as possible:

- a. Exhibits a consistently superior command of the subject matter.
- b. Demonstrates excellent planning and organization in course outlines and objectives, reading and laboratory assignments, handouts, projects, grading schemes, examinations and all other material associated with undergraduate courses.*
- c. Instills in students a vital interest in, and enthusiasm for, the subject.
- d. Strongly encourages and fosters independent study.
- e. Generates a desire for continued learning.
- f. Strongly encourages students to be critical, to think independently and to solve problems.
- g. Presents the subject matter at an appropriate level of rigor.
- h. Requires that students have a comprehensive, coherent understanding of the subject matter.
- i. Consistently demonstrates a concern for student progress and is available and approachable for out-of-classroom consultation.
- j. Is a valuable resource for both students and colleagues.
- k. Contribution to curriculum development for the program.
- l. Promotes and contributes to excellence in teaching by collaborating with others within the University and/or with communities at large.

It is suggested that all nominees ensure all the material submitted, to support their application, is current and pertains to the award the nominee is seeking.

*External academic peer (off-campus) evaluations of criterion b are to be submitted with the nomination.

4. ADMINISTRATION OF THE AWARD

The GFC University Teaching Award Committee (UTAC) will adjudicate the award.



U of A Policies and Procedures On-Line (UAPPOL)

Each year up to two (2) Alexander awards will be funded; at least one award will be given annually.

Each year, funds for **one** additional award will also be made available to GFC UTAC. The Committee may, at its discretion, choose to grant this additional award as **either**: an additional Rutherford Award for Excellence in Undergraduate Teaching, an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching **or** an additional Provost's Early Achievement Award for Excellence in Undergraduate Teaching (one award across all three categories). In the event that the Committee chooses not to award these additional funds in a given year, those funds will be carried over **one year**, at which time the Committee may award the carried over funds in the manner described above.

Recipients of the additional award are subject to the eligibility criteria and nomination requirements for the Award to which the Committee chooses to designate the additional funds (eg. the Rutherford Award for Excellence in Undergraduate Teaching or the William Hardy Alexander Award for Excellence in Undergraduate Teaching).

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) shall notify recipients.

Individual award recipients shall be recognized at **Celebrate! Teaching, Learning, Research**, and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲ Top](#)]

Academic Staff	Temporary academic staff (Categories A2.1 and A2.2) as well as continuing academic staff in Categories A1.2 (Administrative Professional Officers), A1.3 (Faculty Service Officers), A 1.4 (Librarians), A1.5 (parttime continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff), as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
Full-time Position	Full-time academic staff (Categories A1.1 or A1.6) as defined in <u>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</u> .
External Peer	A peer from an academic institution OTHER than the University of Alberta.

FORMS

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[William Hardy Alexander Award Nominator's Checklist](#)

[Undergraduate Teaching Document – USRI Results](#)

RELATED LINKS

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (UAPPOL)

GFC University Teaching Awards Committee (UTAC)

**WILLIAM HARDY ALEXANDER 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 THE SUBMISSION</u>
	1. Does the nominee have at least three years of teaching experience (and taught at least 18 credits) at the University of Alberta as a member of temporary academic staff (Categories A2.1 and A2.2) or continuing academic staff in Categories A1.2 (Administrative Professional Officers), A1.3 (Faculty Service Officers), A1.4 (Librarians), A1.6 (part-time continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff)?
	2. Is the material supporting this nomination no more than twenty (20) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through 20 in the bottom right-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 and a very brief curriculum vitae, as described in this award's procedure?
	5. Are external peer (a peer from an academic institution OTHER than the University of Alberta) evaluations included (at least one of which is from a peer in a related field at another academic institution)?
	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 delegate? 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.
	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 yes or <i>no</i> next to each question and attached as the unnumbered first page to <u>the submission</u> ?

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Approval Date: November 27, 2011

Most Recent Editorial Date: February 5, 2015

Parent Policy: [Awards for Teaching Excellence Policy](#)

Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Provost & Vice-President (Academic)
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching was instituted at the University of Alberta in 2008.

Purpose

To recognize publicly the achievement of teaching excellence by **full-time continuing** academic staff within five years of their first university appointment, to publicize such excellence to the University and the wider community, to encourage the pursuit of achievement of such excellence among newly appointed academic staff, and to promote informed discussion of teaching and its improvement at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

Any University of Alberta individual who has completed no more than five years of University teaching as a fulltime continuing member of the academic teaching staff (Category A1.1 or A1.6) is eligible. Five years is defined as five full years of teaching exclusive of leaves and duties which constitute absence from teaching. (Note: The University of Alberta Academic Year is counted from July 1 to June 30). Nominees must have been teaching within the last 24 months of the date of nomination. If an eligible individual takes on a new position that places him/her in a different staff category, that individual will remain eligible for nomination for 24 months after his/her reclassification. However, individuals may apply for only one of either this award or the WH Alexander Award in a given year.

See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues. Staff or students of any Faculty that teaches undergraduate students are encouraged to submit nominations to their Department Chair or Dean, as appropriate. The GFC University Teaching Awards Committee (UTAC) suggests that this be done through an appropriate Faculty committee. The resubmission of nominations in subsequent years is welcomed.

Each Faculty may nominate one candidate.

Eligibility issues prior to adjudication of the award by GFC UTAC will be resolved by the Provost and Vice-President (Academic) and the UTAC Chair.



U of A Policies and Procedures On-Line (UAPPOL)

2. NOMINATION

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:

- a. Student assessments are necessary for evaluation of adjudication criteria 3. c, d, e, f, i and j. Student assessments should provide information about the quality of teaching over the range of undergraduate courses taught and should demonstrate the nominee's teaching compared with other new members of the Department or Faculty
- b. Letters from course alumni are valuable.
- c. **External peer** evaluations must be included with the nomination (see criterion 3.b). A minimum of one is required; however GFC UTAC would prefer that two or three be submitted. Only the Dean, Department Chair or Chair of the Faculty Committee may solicit external evaluations. At least one such evaluation must come from a peer in a related field at another academic institution. Letters to external evaluators must advise such evaluators that their assessments will be confidential and that only the Dean, Department Chair or Chair of the Faculty committee, and the GFC UTAC will be privy to the information provided.
- d. 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, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)
- e. GFC UTAC feels that assessments by external evaluators are limited only by the amount of teaching-related information submitted to them. Nominators are encouraged, therefore, to compile comprehensive teaching materials for their candidates (eg, course outlines, samples of handouts, examinations, assignments) so that external evaluators have adequate information to assess the nominee.
- f. Letters from colleagues regarding teaching, course materials, range of courses and activities related to teaching, are valuable for evaluation of adjudication criteria 3. a, g, h and j.
- g. A statement of the nominee's teaching philosophy. When preparing the teaching philosophy, nominees are encouraged to describe not only the 'what' and 'how' of their teaching, but also the 'why.'
- h. University Student Ratings of Instruction (USRI) scores for the two most general categories – 'Overall, the quality of the course content was excellent[.]' and 'Overall, this instructor was excellent[.]' – and an additional category at the discretion of the instructor must be submitted for each course taught in the past five years, if applicable, per the table below [see FORMS]. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

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 must be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the Early Achievement Award Nominator's checklist (see link provided under FORMS below) must be included with the nomination as an unnumbered first page. A title page and a table of contents must be submitted as unnumbered pages. Nominations and all supporting documentation must be in a 12-point font. (NOTE: Anything more than 20 pages will be removed prior to distribution to GFC UTAC members. Any page where 2 pages have been reduced to 1 page will be counted as 2 pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

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U of A Policies and Procedures On-Line (UAPPOL)

Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. 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.)

One hard copy and one electronic copy of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline. (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the University of Alberta Teaching Excellence Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library.

GFC UTAC recognizes that nominations from different Faculties might vary considerably and takes this into account during its deliberations. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

3. CRITERIA FOR THE AWARD

The adjudication criteria for the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching are set out below (not necessarily in order of importance) and nominations and documents should address these criteria:

- a. Exhibits a consistently superior command of the subject matter.
- b. Demonstrates excellent planning and organization in course outlines and objectives, reading and laboratory assignments, handouts, projects, grading schemes, examinations and all other material associated with undergraduate courses.*
- c. Instills vital interest in and enthusiasm for the subject on the part of students.
- d. Strongly encourages and fosters independent study.
- e. Generates a desire for continued learning.
- f. Strongly encourages students to be critical, to think independently and to solve problems.
- g. Presents the subject matter at an appropriate level of rigor.
- h. Demands that students have a comprehensive, coherent understanding of the subject matter.
- i. Consistently demonstrates a concern for student progress and is available and approachable for out-of-classroom consultation.
- j. Is a valuable resource for both students and colleagues.

*External peer evaluations of criterion b are to be submitted with the nomination.

4. ADMINISTRATION OF THE AWARD

The GFC University Teaching Award Committee (UTAC) will adjudicate the award.

Each year up to two (2) Provost's Early Achievement Awards will be funded; at least one award will be given annually. In any given year when there is more than one award, they will not normally be made to individuals in the same department. No one individual is to receive a Provost's Early Achievement Award more than once.

Each year, funds for one additional award will also be made available to GFC UTAC. The Committee may, at its discretion, choose to grant this additional award as either: an additional Rutherford Award for Excellence in Undergraduate Teaching, an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching or an additional Provost's Early Achievement Award for Excellence in Undergraduate Teaching (one award across all three categories). In the event that the Committee chooses not to award these additional funds in a given year, those funds will be carried over one year, at which time the Committee may award the carried over funds in the manner described above.

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U of A Policies and Procedures On-Line (UAPPOL)

Recipients of the additional award are subject to the eligibility criteria and nomination requirements for the Award to which the Committee chooses to designate the additional funds (eg. the Rutherford Award for Excellence in Undergraduate Teaching or the William Hardy Alexander Award for Excellence in Undergraduate Teaching or the Provost's Early Achievement Award for Excellence in Undergraduate Teaching).

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) shall notify recipients.

Individual award recipients shall be recognized at Celebrate! Teaching, Learning, Research and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲ Top](#)]

Full-Time Continuing	Full-time academic staff (Categories A1.1 or A1.6) as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
External Peer	A peer from an academic institution OTHER than the University of Alberta.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Early Achievement Award Nominator's Checklist](#)

[Undergraduate Teaching Document – USRI Results](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues Policy Development Framework](#) (UAPPOL)

[Post-Secondary Learning Act](#) (Government of Alberta)

[University Teaching Awards Committee \(UTAC\) Terms of Reference](#) (University of Alberta)

GFC University Teaching Awards Committee (UTAC)

**PROVOST'S EARLY ACHIEVEMENT 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 THE SUBMISSION</u>
	1.	Has the nominee completed no more than five years of University teaching as a full-time continuing member of an academic teaching staff?
	2.	Is the material supporting this nomination no more than twenty (20) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through 20 in the bottom right-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 and a very brief curriculum vitae, as described in this award's procedure?
	5.	Are external peer (a peer from an academic institution OTHER than the University of Alberta) evaluations included (at least one of which is from a peer in a related field at another academic institution)?
	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 20 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 to the submission</u> ?

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Approval Date: November 27, 2011
Most Recent Editorial Date: Most Recent Approval Date: June 10, 2016

Parent Policy: Awards for Teaching Excellence Policy

Teaching Unit Award Procedure

Table with 2 columns: Field (Office of Administrative Responsibility, Approver, Scope) and Value (University Governance, Provost and Vice-President (Academic), Compliance with University procedure extends to all members of the University community.)

Purpose

To recognize publicly teaching excellence that occurs as a result of the collaboration of instructors, to publicize such excellence to the University and the wider community, to encourage the pursuit of such excellence, and to promote informed discussion of teaching and its improvement at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

This award is to be given to a teaching unit. A teaching unit is defined as two or more academic staff members who collaborate in the design and implementation of instruction at the undergraduate or graduate level and who are actively involved in the delivery of instruction.

The team must be able to provide evidence of teaching collaboration and how the team effort benefits student learning. Eligibility issues arising prior to adjudication of the award by the GFC UTAC will be resolved by the Provost and Vice-President (Academic) and the UTAC Chair.

2. NOMINATION

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").

- a. Nominations can be made by Deans, Chairs, and any staff member or student.
b. Nominations must include up to, but no more than, five (5) letters of support, at least one of which shall be from EACH of the following:
i. a superior (e.g., Dean, Chair, or Director),
ii. an external academic peer, and
iii. a student
c. Universal Student Ratings of Instruction (USRI) scores for the two most general categories – 'Overall, the quality of the course content was excellent[.]' and 'Overall, this instructor was excellent[.]' – and an additional category at the discretion of the instructors must be submitted for each course related to the teaching collaboration and taught in the past five years, if applicable, per the table below.



U of A Policies and Procedures On-Line (UAPPOL)

- d. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 18-page limit.
- e. Nominations must not exceed 18 pages including supporting letters. The pages GFC UTAC are to consider must be consecutive and numbered 1 through 18 in the bottom right-hand corner; the Teaching Unit Award Nominator's Form must be included with the nomination as an unnumbered first page. A title page and a table of contents must be submitted as unnumbered pages. Nominations and all supporting documentation must be in a 12-point font. (NOTE: Anything more than 18 pages will be removed prior to distribution to GFC UTAC members. Any page where 2 pages have been reduced to 1 page will be counted as 2 pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

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Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. 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.)

- f. One hard copy and one electronic copy of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline. Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library. The GFC University Teaching Awards Committee (UTAC) recognizes that nominations from different faculties might vary considerably and encourages nominators to be creative with their submissions. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

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3. CRITERIA FOR THE AWARD

Each nomination package should address the following criteria:

- a. Provide evidence of integration, coordination and collaboration in this teaching unit.
- b. Describe the teaching climate. How do students and faculty share a sense of being engaged in intellectual inquiry and a sense of community? How does the group work together and nurture their group processes?
- c. Describe what steps the team takes to accommodate changes or address issues in teaching (e.g., subject material, delivery strategies and infrastructure).
- d. How does the unit promote excellence in teaching in the broader community (University Teaching Services, professional organizations, workshops)?
- e. What evidence exists to show that the unit has had an impact on students' careers and lives?

4. ADMINISTRATION OF THE AWARD

The GFC University Teaching Award Committee (UTAC) will adjudicate the award.

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) shall notify recipients.

The actual award will be \$3,500 to be used for the further development and innovation of teaching in the teaching unit. Award recipients shall be recognized at Celebrate! Teaching.Learning.Research.

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DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)



U of A Policies and Procedures On-Line (UAPPOL)

Teaching Unit	A teaching unit is defined as 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.
External Academic Peer	An academic peer from an academic institution OTHER than the University of Alberta

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Undergraduate Teaching Document – USRI Results](#)

[Teaching Unit Award Nominator's Form](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

There are no related links for this Procedure.

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 THE SUBMISSION</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?
	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 <i>from EACH of the following</i> : 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 <u>the submission</u> ?

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Original Approval Date: November 28, 2011

Most Recent Editorial Date: June 10, 2016

Parent Policy: [Awards for Teaching Excellence Policy](#)

Award for Excellence in Graduate Teaching Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The Award for Excellence in Graduate Teaching was instituted at the University of Alberta in 2011.

Purpose

To provide the selection process, eligibility requirements and adjudication criteria for the Award for Excellence in Graduate Teaching at the University of Alberta. This award is intended to recognize graduate-level teaching excellence by **full-time continuing** academic staff (regardless of seniority), to publicize such excellence to the University and the wider community, to encourage the pursuit of such excellence, and to promote informed discussion of graduate teaching and its improvement at the University of Alberta

PROCEDURE

1. ELIGIBILITY

Any individual who teaches graduate students at the University of Alberta as a full-time continuing member of the academic teaching staff (Category A1.1 or A1.6) is eligible. Nominees must have taught graduate students within the last 24 months of the date of nomination. If an eligible individual takes on a new position that places him/her in a different staff category, that individual will remain eligible for nomination for 24 months after his/her reclassification. Retired members of the teaching staff remain eligible for nomination up to 12 months following retirement from the University of Alberta.

Staff and students in any department that teaches graduate students are encouraged to submit nominations to their department Chair. Each department is allowed one nomination. The resubmission of nominations in subsequent years is welcomed.

2. NOMINATION

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:

- a. Student assessments are required for evaluation of adjudication criteria 3.c, d, e, f, i and j. Student assessments should provide information about the quality of graduate teaching over a period of years.



U of A Policies and Procedures On-Line (UAPPOL)

Letters from graduate alumni, trainees or other learners are also valuable and provide information on the long-term effect of the nominee's teaching.

- b. **External peer** evaluations must be included with the nomination (see criterion 3.b). A minimum of two are required. Only the department Chair or Dean may solicit external evaluations. At least one such evaluation must come from a peer in a related field at another academic institution; only one such evaluation may be from a former trainee or learner. Letters to external evaluators must advise such evaluators that their assessments will be kept confidential and that only the department Chair or Dean and the GFC UTAC will be privy to the information provide. The external peer evaluations should be submitted in the original and must be current; they must not be excerpted or abridged.

GFC UTAC feels that assessments by external evaluators are limited only by the amount of graduate teaching-related information submitted to them. Nominators are encouraged, therefore, to compile comprehensive graduate teaching materials for their candidates (e.g., course outlines, samples of handouts, examinations, assignments) so that external evaluators have adequate information to assess the nominee.

- c. Letters from colleagues regarding graduate teaching, course materials, range of graduate courses and activities related to teaching, are valuable for evaluation of adjudication criteria 3.a, g, h and j.
- d. A statement by the nominee explaining his/her graduate teaching philosophy is required. When preparing the graduate teaching philosophy statement, nominees are encouraged to describe not only the 'what' but especially the 'how' and the 'why' of their teaching.

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the Award Nominator's checklist (see link provided under FORMS below) must be included with the nomination as an unnumbered first page. A title page and a table of contents must be submitted as unnumbered pages. Nominations and all supporting documentation must be in a 12-point font. (NOTE: Anything more than 20 pages will be removed prior to distribution to GFC UTAC members. Any page where two pages have been reduced to one page will be counted as two pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

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Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. 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.)

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 (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

One hard copy and one electronic copy of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00pm on the last Friday of February. There will be no discretion to extend the deadline. Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library.

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GFC UTAC recognizes that nominations from different departments and Faculties might vary considerably and takes this into account during its deliberations. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.



U of A Policies and Procedures On-Line (UAPPOL)

3. CRITERIA FOR THE AWARD

The adjudication criteria for the Award for Excellence in Graduate Teaching are set out below (not necessarily in order of importance) and nominations and documents should address these criteria as much as possible:

- a. Exhibits a consistently superior command of the subject matter.
b. Demonstrates excellent planning and organization in graduate course outlines and objectives, reading and laboratory assignments, handouts, projects, grading schemes, examinations and all other material associated with graduate teaching.*
c. Instills vital interest in and enthusiasm for the subject on the part of students.
d. Strongly encourages and fosters independent study.
e. Generates a desire for continued learning.
f. Strongly encourages students to be critical, to think independently and to solve problems.
g. Presents the subject matter at an appropriate level of rigor.
h. Demands that students have a comprehensive, coherent understanding of the subject matter.
i. Consistently demonstrates a concern for student progress and is available and approachable for out-of-classroom consultation.
j. Is a valuable resource for both students and colleagues.
k. Contributes to curriculum development for the graduate program.
l. Promotes and contributes to excellence in graduate teaching by collaborating with others within the University and/or with communities at large.

It is suggested that all nominees ensure all material submitted to support the application is current and pertains to the award the nominee is seeking.

*External peer evaluations of criterion b are to be submitted with the nominations.

4. ADMINISTRATION OF THE AWARD.

The GFC UTAC will adjudicate the award.

Each year, up to three awards will be funded; at least one award will be given annually. No one individual is to receive the award more than once.

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) will notify recipients.

Individual award recipients will be recognized at Celebrate! Teaching, Learning, Research and shall receive an appropriate memento.

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Deleted: by telephone call. Recipients will then receive formal written notification from the Chair of GFC UTAC
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DEFINITIONS

Table with 2 columns: Term and Definition. Rows include Full-Time Continuing and External Peer.



U of A Policies and Procedures On-Line (UAPPOL)

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Award for Excellence in Graduate Teaching Nominator's Checklist](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)

GFC University Teaching Awards Committee (UTAC)

**AWARD FOR EXCELLENCE IN GRADUATE TEACHING
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 THE SUBMISSION</u>
	1. Is the nominee a full-time continuing member of the academic teaching staff (Category A1.1 or A1.5) at the University of Alberta who has taught at the graduate level within the last 24 months?
	2. Is the material supporting this nomination no more than twenty (20) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through 20 in the bottom right-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 and a very brief curriculum vitae, as described in the award's procedure?
	5. Are external peer (a peer from an academic institution OTHER than the University of Alberta) evaluations included (at least one of which is from a peer in a related field at another academic institution)?
	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 20 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 to the submission</u> ?

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Approval Date: May 3, 2010

Awards for Teaching Excellence Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	University Governance
Approver:	General Faculties Council
Scope:	Compliance with University policy extends to all members of the University community.

Purpose

To recognize teaching excellence publicly, to publicize such excellence to the University and the wider community, to encourage the pursuit of teaching excellence, and to promote informed discussion of teaching and its improvement at the University of Alberta.

POLICY

The University of Alberta will recognize the outstanding teaching achievements of **faculty members** and **graduate students** by conferring awards on a regular basis in accord with the associated procedures of this policy.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Faculty Members	Instructors as defined by the eligibility criteria set out in the associated Procedures of this Policy.
Graduate Students	Any student registered in the Faculty of Graduate Studies and Research at the University of Alberta.

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