



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

General Faculties Council (GFC)

Approved Motions

The following Motions and Final Document were approved by General Faculties Council (GFC) at the meeting of November 28, 2011:

Agenda Title: **New Members of GFC**

MOTION I: TO APPOINT/REAPPOINT [This motion may be proposed only by statutory members of GFC – VPs, Deans, statutory students or elected faculty members]:

The following academic staff member to represent sessional staff (contract academic staff), for a term beginning immediately and ending June 30, 2012:

Joanne Clair	Faculty of Physical Education and Recreation
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The following non-academic staff representative nominated by the Non-Academic Staff Association (NASA) for a term beginning November 21, 2011 and ending June 30, 2014:

Alice Bouchard	Financial Services
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MOTION II: TO RECEIVE [This motion may be proposed by any member of GFC]:

The following ex officio member to serve on GFC for a term beginning July 1, 2012 and ending June 30, 2013:

Martin Ferguson-Pell	Acting Provost and Vice-President (Academic)
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The following ex officio member to serve on GFC for a term beginning July 1, 2012 and ending June 30, 2013:

Robert Haennel	Acting Dean, Faculty of Rehabilitation Medicine
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The following statutory faculty members who has been elected or re-elected by their Faculty to serve on GFC for a term beginning November 15, 2011 and ending June 30, 2014:

Nigel Ashworth	Faculty of Medicine and Dentistry
Nicola Cherry	Faculty of Medicine and Dentistry
Konrad Fassbender	Faculty of Medicine and Dentistry
Jill Konkin	Faculty of Medicine and Dentistry
Bernard Lemire	Faculty of Medicine and Dentistry
Irvin Mayers	Faculty of Medicine and Dentistry

Agenda Title: **Proposed Award for Excellence in Graduate Teaching Procedure (UAPPOL)**



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

MOTION: THAT General Faculties Council approve the new (proposed) Award for Excellence in Graduate Teaching Procedure (and accompanying Nominator's Checklist), as set forth in Attachment 1, to be effective upon final approval.

Final Document: [Item 5](#)

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OUTLINE OF ISSUE

 Agenda Title: **Proposed Award for Excellence in Graduate Teaching Procedure (UAPPOL)**

Motion: THAT General Faculties Council approve the new (proposed) Award for Excellence in Graduate Teaching Procedure (and accompanying Nominator's Checklist), as set forth in Attachment 1, to be effective upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); Colleen Skidmore, Vice-Provost and Associate Vice-President (Academic); and Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Subject	New (Proposed) Award for Excellence in Graduate Teaching Procedure

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To propose a new procedure under the <i>Awards for Teaching Excellence Policy</i> to recognize those individuals who have demonstrated excellence in teaching at the graduate level.
The Impact of the Proposal is	See "Purpose".
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	To be determined.
Sources of Funding	Provost and Vice-President (Academic).
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<ol style="list-style-type: none"> 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)). 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) 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>In addition, GFC UTAC has been delegated the responsibility for reviewing the procedures associated with the Provost's Award for Early Achievement.</p> <p>3. GFC Policy: Section 3(5), GFC Executive Committee Terms of Reference, states: "With respect to recommendations from other bodies and other GFC committees [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment."</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Faculty of Graduate Studies and Research (FGSR); Graduate Students' Association (GSA); Vice-Provosts' Meeting (VPM); Academic Awards and Ceremonies Office (AACO); University Governance; Association of Academic Staff – University of Alberta (AASUA)
Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee (October 7, 2011) – for recommendation; GFC Executive Committee (November 7, 2011) – for recommendation; General Faculties Council (November 28, 2011) – for final approval
Final Approver	General Faculties Council

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 5): Proposed Award for Excellence in Graduate Teaching Procedure (and Nominator's Checklist)

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

Go to:

[\[Purpose\]](#)[\[PROCEDURE\]](#)[\[DEFINITIONS\]](#)[\[FORMS\]](#)[\[RELATED LINKS\]](#)

This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

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 A1.5) 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.

See *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues* for definitions of academic staff.

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.

Letters from graduate alumni 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 one is required; however the GFC University Teaching Award Committee (UTAC) would prefer that two or three be submitted. 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. 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 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, the original document(s) must be included 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 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 to each of the twelve (12) copies submitted. A title page and a table of contents must be submitted as unnumbered pages to each of the twelve (12) copies submitted. 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.

Electronic signatures are acceptable.

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.

Twelve (12) copies 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 Academic Awards and Ceremonies, Office of the Registrar, B19 Administration Building.

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 Faculty Awards Facilitator, Academic Awards and Ceremonies Office.

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) or delegate will notify recipients by telephone call. Recipients will then receive formal written notification from the Chair of GFC UTAC.

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

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 A1.5) as defined in <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> in UAPPOL.
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](#)]

[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 EACH OF THE TWELVE COPIES SUBMITTED</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, and is the nomination package stapled in the top left-hand corner?
	3.	Does the nomination contain a table of contents (unnumbered page)?
	4.	Does the nomination include a brief executive summary, 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.	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.
	7.	Does the nominee's name appear on the first <u>numbered</u> page of the nomination?
	8.	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?