

## **GFC University Teaching Awards Committee (UTAC)**

### Approved Motions

The following Motions and attendant Final (Recommended) Documents were approved by the GFC University Teaching Awards Committee at the meeting of October 7, 2011:

Agenda Title: **Proposed Revisions to the Awards for Teaching Excellence Procedures**

**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); and the Teaching Unit Award (Procedure) (set forth in Attachment 4, including the checklist), all for implementation upon the Provost's final approval.

Final Recommended Document: [Item 5](#)

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

**Motion:** THAT the GFC University Teaching Awards Committee recommend to the GFC Executive Committee the new (proposed) Award for Excellence in Graduate Teaching Procedure, as set forth in Attachment 1 (as amended), to be effective upon final approval.

Final Recommended Document: [Item 6](#)

**OUTLINE OF ISSUE**

**Agenda Title: Proposed Revisions to the Awards for Teaching Excellence Procedures and Proposed Revisions**

- 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)

**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); and the Teaching Unit Award (Procedure) (set forth in Attachment 4, including the checklist), all for implementation upon the 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	Brenda Cameron, Chair, GFC University Teaching Awards Committee (UTAC); and Garry Bodnar, Coordinator, GFC UTAC
Presenters	Brenda Cameron, Chair, GFC University Teaching Awards Committee (UTAC); and Garry Bodnar, Coordinator, GFC 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 2010-2011, based on their adjudication of these awards in the Spring of 2011.
The Impact of the Proposal is	See ‘Purpose’.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval of the Provost and Vice-President (Academic).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<b><i>Dare to Discover Cornerstone 4 - Transformative Organization and Support:</i></b> “Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising
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<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)</p>	<p>organizational structures.”</p> <ol style="list-style-type: none"> <li>1. <b>Post-Secondary Learning Act (PSLA):</b> 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)).</li> <li>2. <b>GFC Policy: Section 3, GFC University Teaching Awards Committee (UTAC) Terms of Reference,</b> 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)</li> </ol> <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.</p> <ol style="list-style-type: none"> <li>3. <b>GFC Policy: Section 3(5), GFC Executive Committee Terms of Reference,</b> 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.”</li> <li>4. <b>GFC Policy: Section 3, GFC Executive Committee Terms of Reference (Mandate of the Committee),</b> states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.</li> </ol> <ol style="list-style-type: none"> <li>1. Urgent Matters: The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966).</li> <li>2. Routine Matters: Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</li> </ol>
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	<p>5. Under the <b><i>Amrhein Protocol</i></b>, an internal protocol (not policy) developed from discussions occurring at the GFC Executive Committee and intended to manage changes/revisions to UAPPOL procedures, the Provost and Vice-President (Academic) may approve, in consultation with appropriate stakeholders, changes to <u>procedure</u> deemed to be 'editorial' in nature. In addition, the Provost and Vice-President (Academic) may approve, in consultation with appropriate stakeholders, 'content' changes, (ie, changes that affect the content but not the purpose of the document or operational changes rather than changes to the benchmark concepts).</p> <p>Once GFC UTAC members review the proposed changes set out in the attachments to this 'Outline of Issue', and if members deem those changes either editorial or content changes, the GFC UTAC Chair may forward the changes under a covering letter to the Provost and Vice-President (Academic) for consideration. If approved by the Provost and Vice-President (Academic), the proposed changes will be made in time to prevail in the 2011-2012 GFC UTAC adjudication process.</p> <p>Changes deemed to be 'substantive' in nature that affect the purpose of the benchmark document normally must be discussed by those bodies involved in the original approval route of that document, usually a governance committee or committees.</p> <p>A copy of the <i>Amrhein Protocol</i>, including relevant excerpts from GFC Executive Committee Minutes providing context for its development, is attached for information.</p>
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**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, 2011); GFC University Teaching Awards Committee (UTAC) (June 17, 2011); GFC Executive Committee (if revisions are deemed 'substantive')
Approval Route (Governance) (including meeting dates)	GFC University Teaching Awards Committee (UTAC) (October 7, 2011) – for recommendation to the Provost; 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 – Proposed Revisions to the Rutherford Award for Excellence in Undergraduate Teaching Procedure (and Checklist) (pages 1 – 6)

Attachment 2 – Proposed Revisions to the William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure (and Checklist) (pages 1 – 6)

Attachment 3 – Proposed Revisions to the Provost's Award for Early Achievement Procedure (and Checklist) (pages 1 – 6)



Attachment 4 –Proposed Revisions to the Teaching Unit Award Procedure (and Checklist) (pages 1 – 4)  
Attachment 5 – *Amrhein Protocol* (page 1)

*Prepared by:* Brenda Cameron, Chair, GFC University Teaching Awards Committee, and Garry Bodnar, University Governance, [garry.bodnar@ualberta.ca](mailto:garry.bodnar@ualberta.ca)

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Rutherford Award for Excellence in Undergraduate Teaching Procedure

<b>Office of Administrative Responsibility:</b>	University Governance
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	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 A1.5) 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. (See the associated Procedure concerning the William Hardy Alexander Award for Excellence in Undergraduate Teaching.)

Augustana faculty members are eligible to apply for University of Alberta teaching awards, and, for the purposes of eligibility for these awards, years of service at Augustana University College shall be considered equivalent to years of service at the University of Alberta.

\*See [Section 5](#) of the GFC Policy Manual for definitions of academic staff.

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
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 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"). 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 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 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.

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 **[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 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.

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 (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 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.

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.)

**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:30 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 ~~the Secretary to GFC UTAC, University Governance~~ Academic Awards and Ceremonies, Office of the Registrar, B19 Administration Building.

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 Faculty Awards Facilitator, Academic Awards and Ceremonies Office.

### 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.

(Refer to [Section 118](#) of the GFC Policy Manual for GFC UTAC's Terms of Reference).

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 or an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching. In the event that the Committee chooses not to award the additional funds in a given year, those funds will be carried over to the following year's adjudication, 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) or delegate shall notify recipients by telephone call. Recipients will then receive formal written notification from the Chair of GFC UTAC.

Individual award recipients shall be publicly recognized at a special reception, at Convocation and at the Celebration of Teaching and Learning, and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

## **DEFINITIONS**

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

<b>Full-Time Continuing</b>	Full-time academic staff (Categories A1.1 or A1.5) as defined in <a href="#">Section 5</a> of the GFC Policy Manual.
<b>External Peer</b>	A peer from an academic institution OTHER than the University of Alberta

## **FORMS**

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

[Rutherford Award Nominator's Checklist](#)

[Undergraduate Teaching Document – USRI Results](#)

## **RELATED LINKS**

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

[Categories of Staff \(Section 5 of the GFC Policy Manual\)](#)

**GFC University Teaching Awards Committee (UTAC)**

**RUTHERFORD AWARD  
NOMINATOR'S CHECKLIST**

**NOMINEE'S NAME AND FACULTY:**

Yes/No		<b><u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u></b>
	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, and is the nomination package stapled in the top left-hand corner?
	3.	Does the nomination contain a table of contents (unnumbered page)?
<b>New</b>	4.	<u>Does the nomination include a brief executive summary, as described in this award's procedure?</u>
	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?

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## William Hardy Alexander Award for Excellence in Undergraduate Teaching Procedure

<b>Office of Administrative Responsibility:</b>	University Governance
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	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), A1.6 (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 A1.5), that individual will remain eligible for nomination for 24 months after his/her reclassification. However, individuals may apply for only one of either the William Hardy

Alexander or Rutherford Awards in a given year. (See the associated Procedure for details concerning the Rutherford Award for Excellence in Undergraduate Teaching.)

Augustana faculty members are eligible to apply for University of Alberta teaching awards, and, for the purposes of eligibility for these awards, years of service at Augustana University College shall be considered equivalent to years of service at the University of Alberta.

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.

## 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 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 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 an academic in a related field at another 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 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 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 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.

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 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 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.

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.)

**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:30 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 the Secretary to GFC UTAC, University Governance Academic Awards and Ceremonies, Office of the Registrar, B19 Administration Building.

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 Faculty Awards Facilitator, Academic Awards and Ceremonies Office.

### 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.

(Refer to [Section 118](#) of the GFC Policy Manual for GFC UTAC’s Terms of Reference).

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 or an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching. In the event that the Committee chooses not to award the additional funds in a given year, those funds will be carried over to the following year’s adjudication, 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) or delegate shall notify recipients by telephone call. Recipients will then receive formal written notification from the Chair of GFC UTAC.

Individual award recipients shall be publicly recognized at a special reception, at the Celebration of Teaching & Learning, and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

### **DEFINITIONS**

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

<b>Academic Staff</b>	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), A1.6 (part-time continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff), as defined in <a href="#">Section 5</a> of the GFC Policy Manual.
<b>Full-time Position</b>	Full-time academic staff (Categories A1.1 or A1.5) as defined in <a href="#">Section 5</a> of the GFC Policy Manual.

**External Peer**

A peer from an academic institution OTHER than the University of Alberta.

**FORMS**

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

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

[Undergraduate Teaching Document – USRI Results](#)

**RELATED LINKS**

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

[Categories of Staff \(Section 5 of the GFC Policy Manual\)](#)



**GFC University Teaching Awards Committee (UTAC)**

**WILLIAM HARDY ALEXANDER AWARD**  
**NOMINATOR'S CHECKLIST**

**NOMINEE'S NAME AND FACULTY:**

Yes/No		<b><u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u></b>
	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, and is the nomination package stapled in the top left-hand corner?
	3.	Does the nomination contain a table of contents (unnumbered page)?
<b>New</b>	4.	<u>Does the nomination include a brief executive summary, as described in this award's procedure?</u>
	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 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.
	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 unnumbered first page to each of the twelve copies being submitted?

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

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

<b>Office of Administrative Responsibility:</b>	University Governance
<b>Approver:</b>	Provost & Vice-President (Academic)
<b>Scope:</b>	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 full-time continuing member of the academic teaching staff (Category A1.1 or A1.5) 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 Section 5 of the GFC Policy Manual for definitions of academic staff.

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.

## 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 ~~is invited to~~ **must** 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.**

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 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 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.](#)

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.)

**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is ~~4:30~~ 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 the [Secretary to GFC UTAC, University Governance Academic Awards and Ceremonies, Office of the Registrar, B19 Administration Building.](#)

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 Faculty Awards Facilitator, Academic Awards and Ceremonies Office.

### 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. In the event that the Committee chooses not to award the additional funds in a given year, those funds will be carried over to the following year's adjudication, 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 or the Provost's Early Achievement Award for Excellence in Undergraduate Teaching).

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) or delegate shall notify recipients by telephone call. Recipients will then receive formal written notification from the Chair of GFC UTAC.

Individual award recipients shall be publicly recognized at a special reception, at Convocation and at the Celebration of Teaching and Learning, and shall receive an appropriate memento. A permanent plaque recognizing their achievement shall be located in the Rutherford Galleria.

## **DEFINITIONS**

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

<b>Full-Time Continuing</b>	Full-time academic staff (Categories A1.1 or A1.5) as defined in Section 5 of the GFC Policy Manual.
<b>External Peer</b>	A peer from an academic institution OTHER than the University of Alberta.

## **FORMS**

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

[Categories of Staff \(Section 5 of the GFC Policy Manual\)](#) (University of Alberta)

[Policy Development Framework](#) (UAPPOL)

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



**GFC University Teaching Awards Committee (UTAC)**

**PROVOST'S EARLY ACHIEVEMENT AWARD**  
**NOMINATOR'S CHECKLIST**

**NOMINEE'S NAME AND FACULTY:**

Yes/No		<b><u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u></b>
	1.	Has the nominee completed no more than five years of University teaching as a full-time continuing member of the <u>an</u> academic teaching staff ( <del>Category A1.1 or A1.5</del> ) at the University of Alberta?
	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)?
<b>New</b>	4.	<u>Does the nomination include a brief executive summary and a very brief curriculum vitae, as described in this award's procedure?</u>
	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?

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Teaching Unit Award Procedure

<b>Office of Administrative Responsibility:</b>	University Governance
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	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 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. Collaboration may occur within, between or among members of a faculty, school, department or division and may include additional team members (e.g., teaching assistants, technical staff, community partners, etc.). Typically collaboration occurs in:

- a. coordinated courses (i.e. course comprised of several sections).
- b. ~~non-coordinated courses~~ **team teaching** (i.e. a course involving collaboration of instructors from different disciplines/faculties and/or community instructors with existing program instructors. **between two or more instructors**).

The team must be able to provide evidence of collaboration and how the team effort benefits students. 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

- 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 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.
- 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.
- e. Nominations must not exceed ~~45~~ **18** pages including supporting letters. The pages GFC UTAC are to consider must be consecutive and numbered 1 through ~~45~~ **18** in the bottom right-hand corner; the Teaching Unit Award Nominator’s Form (see below under FORMS) 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 ~~45~~ **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.

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.)

- f. **Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is ~~4:30~~ **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 ~~the Secretary to GFC UTAC, University Governance~~ Academic Awards and Ceremonies, Office of the Registrar, B19 Administration Building.

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 Faculty Awards Facilitator, Academic Awards and Ceremonies Office.

### 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.

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 the annual Celebration of Teaching and Learning.

The award will be given alternately to either a coordinated or ~~non-coordinated~~ **'team teaching'** course over a 2-year period. ~~This will start in 2009/10 teaching year with a coordinated course being eligible for the Teaching Unit Award.~~ **In even-numbered submission years (ie, the year in which the submission deadline falls), a coordinated course is eligible and in odd-numbered years, a 'team teaching' course is eligible.**

## **DEFINITIONS**

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

<b>Teaching Unit</b>	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.
<b>External Academic Peer</b>	An academic peer from an academic institution OTHER than the University of Alberta

## **FORMS**

[Undergraduate Teaching Document – USRI Results](#)

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

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

## **RELATED LINKS**

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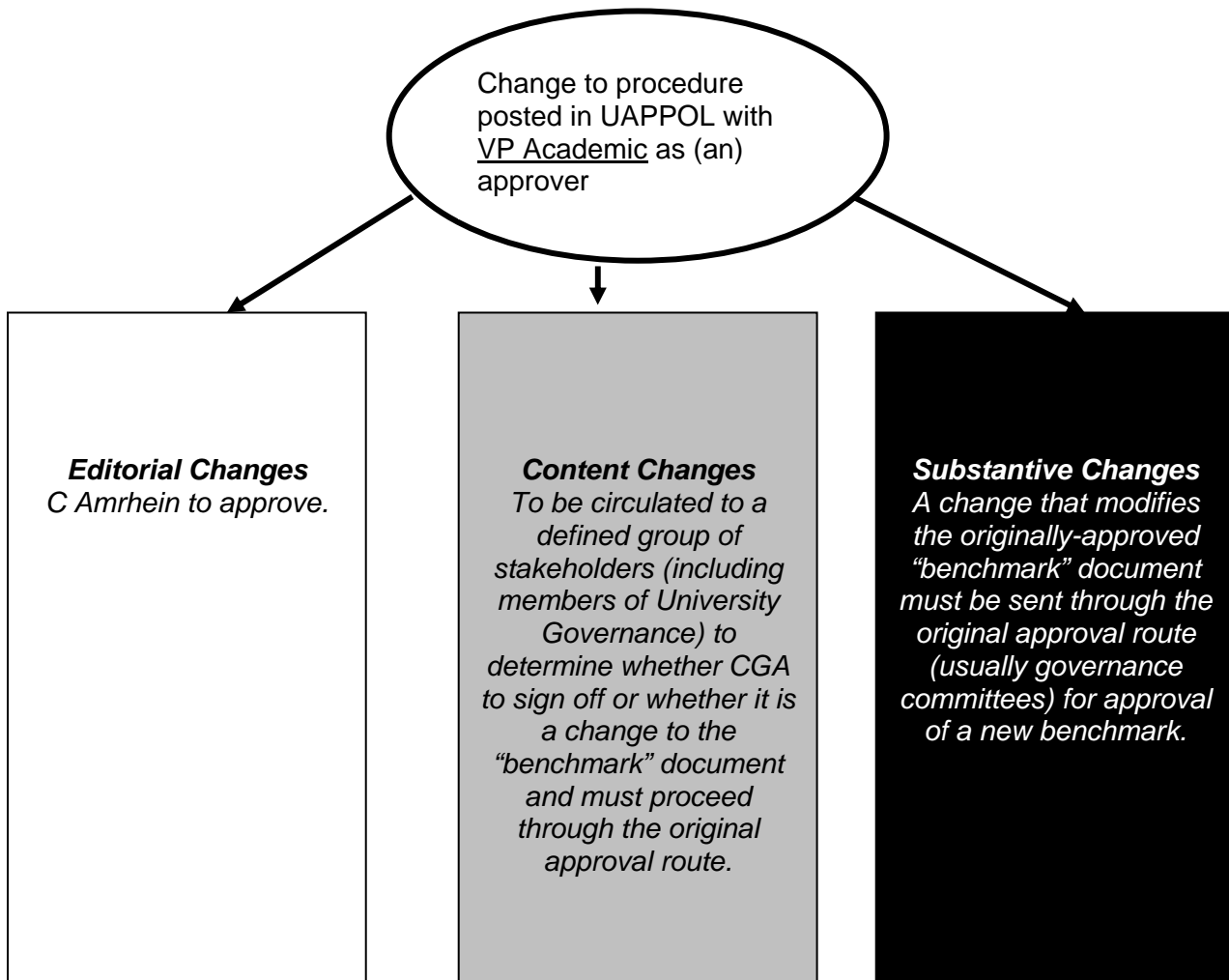
**GFC University Teaching Awards Committee (UTAC)**

**TEACHING UNIT AWARD**  
**NOMINATOR'S CHECKLIST**

**NOMINEE'S NAME AND FACULTY:**

Yes/No		<b><u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u></b>
	1.	Is the material supporting this nomination no more than <del>fifteen</del> <u>eighteen</u> ( <del>15</del> <u>18</u> ) regular-sized pages in length, is the font size of 12 point, are the pages numbered 1 through <del>15</del> <u>18</u> in the bottom right-hand corner, and is the nomination package stapled in the top left-hand corner?
	2.	Does the nomination contain a table of contents (unnumbered page)?
<b>New</b>	<b><u>3.</u></b>	<b><u>Does the nomination include a brief executive summary, as described in this award's procedure?</u></b>
	4.	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)?
	5.	Does the nominee's name appear on the first <u>numbered</u> page of the nomination?
	6.	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?

## **AMRHEIN PROTOCOL**



### **Agreements and discussion at GFC Executive Committee leading to the development of the above "Amrhein Protocol":**

April 4, 2005 (Minute 70)

"Members also **AGREED** to change the designated "Approver" of the Animal Euthanasia Procedure from "General Faculties Council and the Board of Governors" to "the Vice-President (Research)." The understanding was that the GFC Executive Committee would approve all of the Procedures before them as a "benchmark" with the understanding that the designated approver for each Procedure (the Vice-President (Research)) would return to the GFC Executive Committee with any changes that significantly affected the previously-approved "benchmark" document."

May 2, 2005 (Minute 82)

"The Chair noted that the expectation for UAPPOL proposals was that the operational updates (ie, to Procedures) would be made by the designated Vice-President's office, except in the case of any substantial change to the previously-approved "benchmark" document."

**OUTLINE OF ISSUE**

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

**Motion:** THAT the GFC University Teaching Awards Committee recommend to the GFC Executive Committee the new (proposed) *Award for Excellence in Graduate Teaching Procedure*, as set forth in Attachment 1 (as amended), to be effective upon 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	Provost and Vice-President (Academic)
Presenter	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 <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> 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. <b>GFC Policy: Section 3, GFC University Teaching Awards Committee (UTAC) Terms of Reference</b>, 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</p>

	<p>Early Achievement.</p> <p>3. <b>GFC Policy: Section 3(5), GFC Executive Committee Terms of Reference</b>, 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> <p>4. <b>GFC Policy: Section 3, GFC Executive Committee Terms of Reference (Mandate of the Committee)</b>, states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.</p> <p>1. Urgent Matters: The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966).</p> <p>2. Routine Matters: Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</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; Graduate Students’ Association; Vice-Provosts’ Meeting; Academic Awards and Ceremonies Office; University Governance; Association of Academic Staff – University of Alberta
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)

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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

<b>Office of Administrative Responsibility:</b>	University Governance
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	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](#)

<b>Full-Time Continuing</b>	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.
<b>External Peer</b>	A peer from an academic institution OTHER than the University of Alberta.

## **FORMS**

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

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

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto: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		<b><u>CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE NOMINATION AS THE UNNUMBERED FIRST PAGE TO EACH OF THE TWELVE COPIES SUBMITTED</u></b>
	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?