



The following Motions and Documents were considered by the GFC University Teaching Awards Committee at its Friday, June 13, 2014 meeting:

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

CARRIED 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); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (Procedure) (set forth in Attachment 2); the Provost's Awards for Early Achievement (Procedure) (set forth in Attachment 3); the Teaching Unit Award (Procedure) (set forth in Attachment 4); and the Award for Excellence in Graduate Teaching (Procedure) (set forth in Appendix 5), as amended, all for implementation upon the Provost's final approval.

Final Recommended Amended Item: 4

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**OUTLINE OF ISSUE**

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

- Rutherford Award for Excellence in Undergraduate Teaching
- William Hardy Alexander Award for Excellence in Undergraduate Teaching
- Provost’s Award for Early Achievement of Excellence in Undergraduate Teaching
- Teaching Unit Award
- Award for Excellence in Graduate Teaching

**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 (set forth in Attachment 1); the William Hardy Alexander Award for Excellence in Undergraduate Teaching (set forth in Attachment 2); the Provost’s Awards for Early Achievement (set forth in Attachment 3); the Teaching Unit Award (set forth in Attachment 4); and the Award for Excellence in Graduate Teaching (set forth in Appendix 5), as amended, 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	Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)
Presenters	Elisabeth Le, Chair, GFC University Teaching Awards Committee (UTAC)
Subject	Proposed Revisions to University of Alberta Policies and Procedures Online (UAPPOL) – Awards for Teaching Excellence Procedures.

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To address concerns and issues raised with the administration of the Procedures of the Awards for Teaching Excellence, based on feedback provided by those members who served on GFC UTAC in the Academic Year 2013-14, and by the Committee Coordinator of GFC UTAC. Specifically: An update to reflect new staff categories (considered “friendly” edits); an update to clarify the number of the extra award available each year; an update to the Teaching Unit Award in regards to annual eligibility.
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	To review the current procedures associated with the University’s awards for excellence in teaching, members are directed to UAPPOL. See: <a href="https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=17">https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=17</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 organizational
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**FINAL Item No. 4**

<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>structures.”</p> <ol style="list-style-type: none"> <li><b>1. <i>Post-Secondary Learning Act (PSLA)</i>:</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><b>2. <i>GFC Policy: Section 3, GFC University Teaching Awards Committee (UTAC) Terms of Reference</i>,</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 and the Award for Excellence in Graduate Teaching.</p> <ol style="list-style-type: none"> <li><b>3.</b> Changes deemed to be ‘substantive’ in nature that affect the purpose of the benchmark documents (ie, in this case, the above-noted procedures) may be discussed by those bodies involved in the original approval route of those documents, usually a governance committee or committees, prior to formal approval by the Acting Provost and Vice-President (Academic). Any decision in this regard is at the discretion of and would be made by the Provost and Vice-President (Academic).</li> </ol>
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**Routing (Include meeting dates)**

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>GFC University Teaching Awards Committee (UTAC) (March 7 and April 11, 2014) Office of the Provost and Vice-President (Academic) (April 2014)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC University Teaching Awards Committee (UTAC) (June 13, 2014) – for recommendation to the Provost and Vice-President (Academic); Provost and Vice-President (Academic) – for final approval</p>
<p>Final Approver</p>	<p>Provost and Vice-President (Academic)</p>

Attachments:

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

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

Attachment 3 (pages 1 – 2): Proposed Revisions to the Provost’s Award for Early Achievement Procedure



FINAL Item No. 4

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

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

*Prepared by:* Elisabeth Le, Chair, GFC University Teaching Awards Committee, [elisabeth.le@ualberta.ca](mailto:elisabeth.le@ualberta.ca), and Andrea Patrick, University Governance, [apatrick@ualberta.ca](mailto:apatrick@ualberta.ca)

Approval Date: November 27, 2011  
 Most Recent Editorial Date: June 13, 2014

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

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

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.

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. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the Rutherford Award Nominator's checklist 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. Letters must be signed. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline.** (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the Rutherford Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 133 Telus Centre.

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

### 3. CRITERIA FOR THE AWARD

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

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

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

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

#### 4. ADMINISTRATION OF THE AWARD

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

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

Following the GFC UTAC adjudication meeting, the Provost and Vice-President (Academic) 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 A1.6) as defined in <u>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.</u>
<b>External Peer</b>	A peer from an academic institution OTHER than the University of Alberta

### **FORMS**

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[Rutherford Award Nominator's Checklist](#)

[Undergraduate Teaching Document – USRI Results](#)

### **RELATED LINKS**

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](#)



Approval Date: November 27, 2011  
 Most Recent Editorial Date: June 13, 2014

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

## 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), A1.5 (part-time continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff), with at least three years teaching experience (and who have taught at least 18 credits) at the University of Alberta are eligible for this award. Three years is defined as contracts in three different academic years. (Note: The University of Alberta Academic Year is counted from July 1 to June 30). Nominees must have been teaching within the last 24 months of the date of nomination. Full-time graduate students are not eligible for this award. If an eligible individual takes on a full-time position (in Category A1.1 or A1.6), that individual will remain eligible for nomination for 24 months after his/her reclassification. However, individuals may apply for only one of either the William Hardy Alexander or Rutherford Awards in a given year

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. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

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

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**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline.** (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the William Hardy Alexander Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 133 Telus Centre.

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

### 3. CRITERIA FOR THE AWARD

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

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

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

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

### 4. ADMINISTRATION OF THE AWARD

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

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

~~Each year, funds for one additional award will also be made available to GFC UTAC. The Committee may, at its discretion, choose to grant this additional award as either: an additional Rutherford Award for Excellence in Undergraduate Teaching, an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching or an additional Provost's Early Achievement Award for Excellence in Undergraduate Teaching (one award across all three categories). In the event that the Committee chooses not to award these additional funds in a given year, those funds will be carried over to the following year's adjudication, at which time the Committee may award the carried over funds in the manner described above.~~ 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 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>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), A1.5 (part-time continuing academic staff) and staff in Categories A3.1 and A3.2 (Trust staff), as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
<b>Full-time Position</b>	Full-time academic staff (Categories A1.1 or A1.6) as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
<b>External Peer</b>	A peer from an academic institution OTHER than the University of Alberta.

## **FORMS**

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

[Undergraduate Teaching Document – USRI Results](#)

## **RELATED LINKS**

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

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

**Approval Date: November 27, 2011**
**Most Recent Editorial Date: June 13, 2014**
**Parent Policy: [Awards for Teaching Excellence Policy](#)**

## **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 A1.6) is eligible. Five years is defined as five full years of teaching exclusive of leaves and duties which constitute absence from teaching. (Note: The University of Alberta Academic Year is counted from July 1 to June 30). Nominees must have been teaching within the last 24 months of the date of nomination. If an eligible individual takes on a new position that places him/her in a different staff category, that individual will remain eligible for nomination for 24 months after his/her reclassification. However, individuals may apply for only one of either this award or the WH Alexander Award in a given year.

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

Each Faculty may nominate one candidate.

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

## 2. NOMINATION

The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading "Criteria for the Award"). In particular:

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

Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is an undergraduate teaching award, so detailed information about graduate teaching and research publication is not relevant; however, a very brief curriculum vitae must be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

The nomination, including documentation, must not exceed 20 pages. The pages GFC UTAC will consider must be consecutive and numbered 1 through 20 in the bottom right-hand corner; the Early Achievement Award Nominator's checklist (see link provided under FORMS below) must be included with the nomination as an unnumbered first page 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. Letters must be signed. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

**Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline.** (Note: Individual Faculties may have their own earlier deadlines for teaching award competitions and for deciding upon nominations for the University of Alberta Teaching Excellence Award competition.) Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 133 Telus Centre.

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

### 3. CRITERIA FOR THE AWARD

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

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

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

### 4. ADMINISTRATION OF THE AWARD

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

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

Each year, funds for **one** additional award will also be made available to GFC UTAC. The Committee may, at its discretion, choose to grant this additional award as **either**: an additional Rutherford Award for Excellence in Undergraduate Teaching, an additional William Hardy Alexander Award for Excellence in Undergraduate Teaching **or** an additional Provost's Early Achievement Award for Excellence in Undergraduate Teaching (**one award across all three categories**). In the event that the Committee chooses not to award these additional funds in a given year, those funds will be carried over 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 A1.6) as defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
<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](#)]

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

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

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

Approval Date: November 27, 2011  
 Most Recent Editorial Date: June 13, 2014

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

## 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 (~~e.g.i.e.~~ course comprised of several sections).
- b. team teaching (~~e.g.i.e.~~ a course involving collaboration 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

The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading "Criteria for the Award").

- a. Nominations can be made by Deans, Chairs, and any staff member or student.
- b. Nominations must include up to, but no more than, five (5) letters of support, *at least one of which shall be from EACH of the following:*
  - i. a superior ( e.g., Dean, Chair, or Director),
  - ii. an **external academic peer**, and
  - iii. a student
- c. Universal Student Ratings of Instruction (USRI) scores for the two most general categories – 'Overall, the quality of the course content was excellent[.]' and 'Overall, this instructor was excellent[.]' – and an additional category at the discretion of the instructors must be submitted for each course taught in the past five years, if applicable, per the table below. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.

- d. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 18-page limit.
- e. Nominations must not exceed 18 pages including supporting letters. The pages GFC UTAC are to consider must be consecutive and numbered 1 through 18 in the bottom right-hand corner; the Teaching Unit Award Nominator's Form must be included with the nomination as an unnumbered first page 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 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. Letters must be signed. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

- f. **Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline.** Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 133 Telus Centre. The GFC University Teaching Awards Committee (UTAC) recognizes that nominations from different Faculties might vary considerably and encourages nominators to be creative with their submissions. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

### 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.

All types of teaching units are encouraged to apply any year. However, preference will be given to 'coordinated' courses in even-numbered submission years (i.e., the year in which the submission deadline falls), and to 'team teaching' courses in odd-numbered years.

- 4.—Non-successful applications for 'coordinated' courses in odd-numbered submission years, or for 'team teaching' courses in even-numbered years will be automatically considered in the immediately following submission year. However, applications could be updated or withdrawn by the next application deadline at the expressed request of the nominator. The award will be given alternately to either a coordinated or 'team teaching' course over a 2-year period. 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.

5-

**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**

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[Undergraduate Teaching Document – USRI Results](#)

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

**RELATED LINKS**

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

There are no related links for this Procedure.

**Original Approval Date: November 28, 2011**

**Most Recent Editorial Date: June 13, 2014**

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

## **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 A1.6) is eligible. Nominees must have taught graduate students within the last 24 months of the date of nomination. If an eligible individual takes on a new position that places him/her in a different staff category, that individual will remain eligible for nomination for 24 months after his/her reclassification.

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.



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

- c. The external peer evaluations should be submitted in the original and must be current; they must not be excerpted or abridged.

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

- d. 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.
- e. 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.

Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

Nomination packages must not include extensive course outlines, bibliographies, examinations, papers, etc. This is a graduate teaching award, so detailed information about graduate teaching and research publication is relevant; a very brief curriculum vitae is invited to be included within the 20-page limit. The package must include a brief executive summary prepared by the nominator(s) that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 20-page limit.

**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 Strategic Initiatives Manager, Centre for Teaching and Learning, 133 Telus Centre.

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

### 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 A1.6) 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 \(UAPPOL\)](#)