



Teaching Excellence Award

2023-24 Nomination Information and Forms

Nomination Deadline: **Friday, December 1, 2023**

Submit completed nomination package electronically to
UFVSecretariat@ufv.ca.

Teaching Excellence Award

2023-24 Nomination Information & Forms

Every year, the University of the Fraser Valley recognizes individuals for excellent teaching, which is implicit in the mission statement for UFV.

ELIGIBLE UFV NOMINATORS

- ✚ B Type faculty, including lab instructors, after probation period
- ✚ Sessional faculty with equivalent of two years of teaching (accumulation of 14 sections)
- ✚ Continuing Education faculty with equivalent of two years of teaching (accumulation of 630 hours).
- ✚ Staff*
- ✚ Students enrolled in at least one UFV course
- ✚ Alumni
- ✚ University officers*

Nominations may not be made by (or letters of support provided by) any member of the Teaching Excellence Award selection committee. No one may solicit a nomination on his or her own behalf.

*For definitions, refer to the Senate Bylaws, p. 10.

ELIGIBLE NOMINEES

Eligible nominees must **currently** hold one of the following positions:

- ✚ B Type faculty, including lab instructors, after probation period.
- ✚ Sessional faculty with equivalent of two years of teaching (accumulation of 14 sections).
- ✚ Continuing Education faculty with equivalent of two years of teaching (accumulation of 630 hours).

Note the following:

- Winners cannot be nominated for five years following receipt of the award.
- No one may solicit a nomination on his or her own behalf.
- Nominees who are unsuccessful in their first year of nomination will be considered as candidates for the Teaching Excellence Award for a second year. Nominators will be invited to:
 - Let the nomination stand and provide relevant updates to meet required documentation; or,
 - withdraw the nomination upon the nominee's request.

If nominators are not available, nominees will be contacted to determine if they would like to have their nomination stand for another year. Nominees who are unsuccessful in both first and second years of nomination will need to be re-nominated to be considered.

AWARD RECOGNITION

The award recipient will receive the award during an appropriate university event designated for award recipients. The award includes:

- The recipient's name and year of award on a plaque, displayed at the university;
- a framed certificate;

- \$2,500 to be used at the discretion of the award recipient (contact the University Secretary to discuss options).

The award recipient will collaborate with the Teaching and Learning Centre to arrange a presentation.

NOMINATION PACKAGE

It is the role of the nominator to complete the nomination form, gather supporting documents, and confidentially submit a complete electronic .pdf copy of the nomination package, with a table of contents, to the Secretariat office at UFVSecretariat@ufv.ca.

The nomination package must consist of all of the following:

1. A letter of nomination outlining how the nominee meets the criteria for the Teaching Excellence award (maximum 1,000 words).
2. A nominator form, signed by the nominator, indicating their eligibility type.
3. Exactly five letters of support must be included from any of these groups: faculty, staff, alumni, university officers, and students. The letters must be based on knowledge of the nominee's work, which reflects the criteria of the teaching excellence award, as outlined in the [Criteria for the Selection of Award Recipient](#). *A letter of support cannot come from the nominator.*
4. A current curriculum vitae of the nominee.
5. A consent form signed by the nominee, agreeing to be nominated.
6. The nominee's teaching philosophy (maximum 1,500 words).
7. The nominee's choice of two student class evaluations, preferably from two different courses, to be supplied by the nominee to the nominator, going back no further than four years from the year of the nomination. All written comments must be included.
8. A summary by the nominee that outlines how students' suggestions for improvements in the course evaluations have been addressed (500 words maximum).
9. The two official course outlines and matching syllabi for the student class evaluations submitted in criterion six.
10. Any supporting documents provided for each of the criteria outlined in the [Criteria for the Selection of Award Recipient](#), be presented in sections, and will contain a brief description of the evidence provided.

CRITERIA FOR THE SELECTION OF AWARD RECIPIENT

Candidates are evaluated on the following criteria. These are baseline expectations which the award recipient must meet.

- **Teaching Practice**
- **Curriculum Development**
- **Scholarship**
- **Service**

1. Teaching Practice

1.1. Student Evaluations

- The nominee provides two student class evaluations, preferably from two different courses, going back no further than four years from the year of nomination, that match the two course outlines

and syllabi submitted in the nomination package, as outlined in the *Nomination Mechanism* (no edits to remove negative comments).

Note: *exceptions may have to be made depending on the faculty or program, (i.e., Faculty of Access and Continuing Education)*

- Evaluations denote a high level of teaching competence;
- Provides a summary that outlines how student suggestions for improvements in course evaluations have been addressed (limit 500 words)
- Comments suggest the professor cares and makes extraordinary efforts to support deep learning and understanding

1.2. Learning Outcomes

The syllabi align assessments and learning activities to the learning outcomes, as set out in the UFV official course outline.

1.3. Student Engagement

- Evidence of student engagement in learning (such as active learning strategies, field experiences, service learning, learning communities, and/or undergraduate research)
- Engages and supports students outside of class; i.e. liaison/advocacy, mentorship, or partnering with clubs or other departments such as Student Services, Academic Success Centre, Career Centre, etc.

1.4. Teaching Innovation

- Utilizes innovative pedagogical approaches; i.e., game-based learning
- Incorporates technological resources and supports to enhance the learning experience
- Demonstrates evidence of grounding practice in learning theories, such as active and engaged learning, using a variety of assessments, high impact practices, etc.

1.5. Teaching Philosophy

The teaching philosophy is clearly supported by the documents provided in the nomination package.

2. Curriculum Development

Evidence of three or more of the following:

Program/Course design:

- Demonstrates leadership in the development and revision of programs
- Develops new courses and continuously revises courses to improve engagement and learning
- Develops opportunities for collaboration and interdisciplinary learning
- Actively participates on curriculum and program planning committees
- Provides evidence of an indigenized curriculum
- Provides evidence of an internationalized curriculum

3. Scholarship

Scholarship as it relates to improved teaching and learning:

- Evidence of the nominee's engagement in the scholarship of teaching and learning; and/or
- Evidence of how the nominee's disciplinary research informs their teaching and learning.

4. Service

Service as it relates to improved teaching and learning at UFV:

- Develops and conducts teaching workshops, seminars or other resources
- Mentors and collaborates with other faculty members to support the improvement of teaching practice
- Participates in educational planning and policy making
- Provides opportunities for students and faculty to participate in community-based learning activities
- Participates in committees related to teaching and learning

ADMINISTRATION OF THE AWARD

The UFV Teaching Excellence Award selection committee is a subcommittee of the Senate Teaching and Learning Committee, and is responsible for receiving nominations, and recommending a recipient for the award. The Senate Awards and Honours Committee reviews the documentation to ensure procedural requirements have been met in the selection of the annual recipient of the award, before recommending the recipient to Senate for approval.

PROCEDURE TIMELINES

Nomination information and procedures are available on the [Teaching Excellence Award web page](#). The nomination package must be submitted electronically to the Teaching Excellence Award selection committee by **December 1, 2023**, to UFVSecretariat@ufv.ca, following the format requirements outlined in the [Nomination Package](#) section.