

## Teaching Excellence Award - Nominator Form

This form is to be completed by the nominator. Include this form, the completed *Nominee* form, and all attachments in a single PDF, with a Table of Contents, and submit to [ufvsecretariat@ufv.ca](mailto:ufvsecretariat@ufv.ca).

<b>NOMINATOR INFORMATION</b>		
Your name:		
Email address:		
Your eligibility type:	<input type="checkbox"/> Alumni <input type="checkbox"/> Student <input type="checkbox"/> Continuing Education Faculty	<input type="checkbox"/> Type B Faculty <input type="checkbox"/> Sessional Faculty <input type="checkbox"/> University Officer <input type="checkbox"/> Staff
<b>SEND THE NOMINEE THE NOMINEE FORM</b>		
<p>Send the Nominee form to your nominee and have them return the completed form and their attachments to you. The attachments they need to send you are listed in the Nominee form. Below is a checklist:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nominee's curriculum vitae.</li> <li><input type="checkbox"/> Their choice of two student class evaluations, preferably from two different courses, going back no further than four years from the year of nomination. All written comments must be included.</li> <li><input type="checkbox"/> Two official course outlines for the student class evaluations submitted above.</li> <li><input type="checkbox"/> Matching syllabi for the student class evaluations submitted above. The syllabi align assessments and learning activities to the learning outcomes, as set out in the UFV official course outline.</li> <li><input type="checkbox"/> Additional supporting documents.</li> </ul>		

**CONSENT OF NOMINATOR**

*It is the role of the nominator to complete the nomination forms, 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. I understand that by signing this form, I agree to treat as confidential all nominee information and contents of the nomination package.*

Signature:

Date:

**SUBMIT YOUR LETTER OF NOMINATION**

Copy and paste your letter of nomination below, outlining how the nominee meets the criteria for the Teaching Excellence award (maximum 1,000 words). Please include your word count.

A large, empty rectangular box with a thin black border, occupying most of the page. This is likely a designated area for providing evidence or a detailed description of the teaching practice being nominated.

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**COLLECT LETTERS OF SUPPORT**

Collect five letters of support, from any of these groups: faculty, staff, alumni, university officers, or 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.*

- Support letter 1 - Type of group: \_\_\_\_\_
- Support letter 2 - Type of group: \_\_\_\_\_
- Support letter 3 - Type of group: \_\_\_\_\_
- Support letter 4 - Type of group: \_\_\_\_\_
- Support letter 5 - Type of group: \_\_\_\_\_

**DESCRIBE ADDITIONAL SUPPORTING DOCUMENTS**

Briefly describe any additional supporting documents provided for each of the criteria. Include how it supports the specific [evaluation criteria](#). If you need additional space, please re-use this section of the form.

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<b>COMPILE AND SUBMIT NOMINATION PACKAGE</b>
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Compile and submit the final nomination package, in a PDF with a Table of Contents, to <a href="mailto:UFVsecretariat@ufv.ca">UFVsecretariat@ufv.ca</a> . Include this form, the Nominee form, and all supporting documents.
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<b>COLLECTION NOTICE</b>
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Your personal information is collected under the authority of section 26(c) & 26(e) of the Freedom of Information and Protection of Privacy Act (FIPPA). Senate will use this information for the sole purpose of submitting for the faculty excellence awards. If you have any questions about the collection or use of this information, please contact Al Wiseman, University Secretary, 33844 King Rd, Abbotsford, BC, V2S 7M8 at 604-557-4020 or <a href="mailto:al.wiseman@ufv.ca">al.wiseman@ufv.ca</a> .
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