



University
of Victoria
Humanities

FACULTY OF HUMANITIES TEACHING EXCELLENCE AWARD

THE AWARD

One award will be presented each year. Any faculty member, excluding previous recipients of this award or of the University of Victoria Alumni Award for Excellence in Teaching, can be nominated in any given year, with no limit on the number of nominations or areas represented by the nominees. The recipient will be recognized in the Convocation ceremony, will receive \$1000 for professional development, and have his or her name inscribed on a commemorative plaque.

ELIGIBILITY

Candidates must be tenured or tenure-track faculty members, senior instructors or sessional lecturers in the Faculty of Humanities. Nominees must have completed three years of teaching duties at UVic in the Faculty and be currently employed in one of the above categories. (For clarification of eligibility, please contact the office of the Dean of the Faculty of Humanities.)

GUIDELINES

The following criteria should be considered in the nomination and evaluation of candidates:

1. a comprehensive knowledge of the subject for the level of the course or courses taught,
2. consistently good preparation for teaching sessions, whether lectures, laboratories, seminars, or tutorials,
3. enthusiasm for the subject, and capacity to arouse interest in it among students,
4. student participation in the teaching-learning process,
5. high standards and the motivation of students to attain high standards,
6. effective communication through various media at levels appropriate to students' capacity,
7. methods of evaluation of student performance that stress a coherent understanding of the subject,
8. accessibility to students outside class hours,
9. a reputation for superior teaching and recognition for this quality by students and colleagues alike,
10. clear evidence of efforts to keep abreast of new teaching methods, curriculum development, and course design,
11. participation in extramural teaching.
12. able to create a positive and inclusive classroom atmosphere supportive of the diversity of the students.

THE FACULTY SELECTION COMMITTEE

The committee that administers this award consists of three regular faculty members, each from a different department in the Faculty of Humanities. The members will be selected by the Faculty of Humanities Committee on Committees once the list of nominees for the award is known in

February. The Committee on Committees will secure the agreement of the members to serve on the committee and will designate the Chair of the committee. Normally the Committee on Committees will avoid appointing members from a department from which there is a nomination. Where possible, consideration will be given to having some continuity of membership on the selection committee; the maximum length of service on the committee is three consecutive years. At least one previous recipient of the award will normally be a member of the committee. Chairs and Directors are not eligible for membership. Every year the UVSS and GSS will each be invited to designate one student who is registered in the Faculty of Humanities to serve on the committee.

ADMINISTRATION AND AWARD PRESENTATION

This Award is administered by the Office of the Dean of the Faculty of Humanities which receives the nominations and makes them available to the Faculty Selection Committee. All nominations must be received by February 27.

The Faculty Selection Committee decides who should receive the award each year.

The announcement of the recipient will be made in April, with a presentation at the Spring term convocation. All dossiers will be returned to the nominees at the conclusion of the process.

NOMINATIONS

Requests for nominations are circulated to all departments. Faculty, students, staff and alumni of the Faculty of Humanities are eligible to nominate candidates.

Nominations must be signed by two principal nominators and by not fewer than five supporters. At least two of the nominators and/or supporters shall be students who have received some instruction from the nominee: these students must not be currently enrolled in a class taught by the nominee, however. Nominations must include supporting documentation in the form of a letter from each nominator outlining specific reasons for the nomination. Repeat nominations are accepted and nominations remain active for three years (they may be updated each year).

NOMINATION CHECKLIST

The nomination package should be complete and in the following order:

- A completed nomination form;
- Letters of support from the 2 principal nominators, which draw the superior qualities of their candidate to the attention of the Faculty Selection Committee;
- A consent form signed by the nominee;
- A statement prepared by the nominee, that reflects his/her perspective on university teaching and learning;
- A current summary curriculum vitae of the nominee;
- Student evaluations and/or ratings from the current year and preceding two years;
- Peer reviews which are based on actual teaching observation;

- Examples of course material: outlines, assignments, manuals, examples of student work and instructor feedback.

The above information should be compiled as a dossier in one tabulated binder. Dossiers will be kept in the Office of the Dean of Humanities where they will be made available to the Faculty Selection Committee. (These dossiers are not considered confidential and may be viewed by other visitors to the Dean's Office during this period.) They will be held by the Dean's Office until the winner has been announced, then returned to the nominee.

Consultation on this nomination process may be obtained from the Learning and Teaching Centre, 721-8571. For general inquiries, contact the Dean, Faculty of Humanities, 472-4677, or by e-mail humsoff@uvic.ca.

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NOMINATION FORM

Deadline: February 27, 2012

We, the principal nominators whose names appear below, nominate:

Name _____ of _____

1. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

2. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

Five supporters are:

1. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

2. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

3. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

4. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

5. Name _____ Position _____
Address _____ Tel. No. _____
Signature _____ Date _____

At least two of the above must be students who have received instruction from the nominee; these students must not be currently enrolled in a class taught by the nominee, however.

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NOMINEE CONSENT FORM

I understand that I have been nominated for the Faculty of Humanities Award for Teaching Excellence. By signing this form, I am giving permission for my name to stand and for student evaluations/ratings to be included in my dossier. I further understand that the dossier will not be confidential and will be returned to me at the conclusion of the selection process.

Name: _____

Department: _____

Signature: _____

Date: _____

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