

**Date:** January 4, 2017  
**To:** Faculty, Staff, and Students  
**From:** Hank Bestman, Vice President Academic  
**Subject:** Call for nominations for Teaching Excellence Award

---



### Which teaching excellence award is awarded this year?

The **Award for Career Achievement in Teaching Excellence** is awarded this year. This award is for faculty members with full faculty status who have **more than seven years of post-secondary teaching experience in total**.

### Who can nominate?

Nominations for the teaching award can come from a student or group of students, staff members, or faculty members.

### What does a successful nomination look like?

- a. A successful nomination begins with informing the nominee's Dean<sup>1</sup> by the January 31, 2017 deadline that you want to submit a nomination. The respective Deans for each of the faculty units are listed below.
  - Faculty of Education Professor Lloyd Den Boer
  - Faculty of Arts Dr. Doug Harink
  - Faculty of Social Sciences Dr. Randy Haluza-Delay
  - Faculty of Natural Sciences Dr. John Wood
  - Faculty of Business Dr. Elden Wiebe
- b. In consultation with the respective Dean develop a plan to complete the following documentation using the PDF-fillable forms that can be downloaded from [www.kingsu.ca/teaching-awards](http://www.kingsu.ca/teaching-awards) :
  1. **Nomination Form**  
The nominator(s) need(s) to complete this 1-page form, providing the grounds for the nomination.
  2. **Student/Alumnus Testimonial Form**  
Current students and/or alumni use this 1-page form to give teaching-related reasons for the nomination, i.e., what makes the nominee's teaching effective?  
A maximum of six different testimonials can be submitted with each nomination, **including a minimum of two from alumni**.
  3. **Faculty Sponsor Form**  
Each nomination needs (a) faculty sponsor(s)<sup>2</sup>. Using the 2-page Faculty Sponsor Form faculty colleagues or co-teachers are asked to assess the nominee's role in course and curricula development, range of courses taught, periodic renewal of courses, and other activities related to teaching (workshops, in-service teaching, mentoring, teaching triads, etc.).  
A maximum of three different faculty sponsor forms can be submitted with each nomination.
  4. **Nominee Self-Assessment Form**  
The nominee needs to complete a Self-Assessment Form. In this 2-page form the nominee reflects on his/her teaching in terms of effectiveness, innovation, and excellence. An addendum of sample teaching materials that support the self-assessment may be submitted (maximum of ten pages).
  5. **Nominee Curriculum Vitae**  
The nominee needs to submit a current copy of his or her curriculum vitae.

---

<sup>1</sup> If the nominee is one of the Deans, inform the Vice-President Academic and develop the plan for completing the nomination in consultation with him.

<sup>2</sup> A faculty member can be both the nominator and a sponsor.

- c. Make sure that all the required forms (properly named) have been submitted by email to Sarah Den Boer ([sarah.denboer@kingsu.ca](mailto:sarah.denboer@kingsu.ca)) in the VP-Academic and Research office by February 28, 2017.

### What is the time line and who makes the selection?

January 4, 2017	Call for nominations.
January 31, 2017	Inform the appropriate Dean of your nomination.
February 28, 2017	Deadline for submitting nominations to the VP Academic and Research office.
March 5, 2017	Deans' Council nominates up to three candidates to the Faculty Senate Evaluation Committee.
March 7, 2017	Faculty Senate Evaluation Committee <sup>3</sup> selects normally one candidate for the award.

### What are the evaluation criteria?

Evidence of demonstrated excellence will be sought using:

1. Materials submitted with the nomination.
2. Student course evaluations (e.g., summary ratings for content and instruction and **Christian perspective**, and student comments about the learning experience).
3. Evidence of responding to student, Dean and other constructive feedback on teaching.
4. Annual or special evaluations, including self-reflections on teaching.
5. Evidence of effective pedagogy and/or professional development for teaching.
6. Evidence of well-planned and organized course syllabi and other course materials (e.g. seminars, laboratories, field trips), including regularly updating and revision courses.
7. Current curriculum vitae.
8. Years of service.
9. Previous unsuccessful nominations for the award.

### What is the value of the award and how will it be recognized?

1. The recipient will receive \$1,000, which may be received as salary or designated towards the recipient's professional development/conference travel or research, as per policies governing faculty funds for these areas.
2. The recipient will be publicly recognized at the faculty celebration and long-service awards event scheduled for April 28, 2017, and will receive an appropriate memento.
3. A permanent plaque with the name of the recipient will be displayed in an appropriate venue.

### Who are eligible for the Career Achievement in Teaching Excellence Award?

Mahaffy, Peter	Vaudry, Richard	Stienstra, Wendy
Segger, Joachim	Haluza-Delay, Randy	Key, Scott
Schuurman, Henry	Peet, Chris	DeMoor, Michael
Martin, Brian	Trigg, Tina	Sandle, Mark
Long, David	Preston, Gordon	Wiebe, Elden
Wood, John	Martin, Steve	Den Boer, Lloyd
Harink, Doug	Peters, Vern	O'Coin, Dwayne
Hiemstra, John	Mingay, Philip	
Spaling, Harry	Van Arragon, Will	
Van Heyst, Daniel	Willson, Leanne	
Prior, Heather	Turgeon, Melanie	
Stolte, Charles	Stieva, Bernice	

---

<sup>3</sup> Members of the Dean's Council or the Faculty Senate Evaluation Committee who have been involved actively in preparing a nomination dossier will excuse themselves from the selection process.