



**St. Mary's University  
Award for Teaching Excellence**

***INFORMATION  
PACKAGE***

***AND***

***NOMINATION FORMS***

**NOMINATION DEADLINE: April 30, 2017**

Submit completed nomination packages to  
The Assistant to the Vice-President and Dean, Jennifer Rondeau



## St. Mary's University Award for Teaching Excellence

### Purpose

The purpose of this award is to:

- Recognize faculty who have demonstrated outstanding teaching practices that result in an enhanced learning experience for students at St. Mary's University.
- Provide evidence of teaching excellence that faculty may use to support applications for external teaching fellowships and/or awards.
- Promote and support excellence in teaching at St. Mary's University.

### Award

The recipient of this award shall receive:

- a. A St. Mary's University parchment signed by the President.
- b. A choice of the following:
  - i. A one-time cash award of \$1000, paid as salary and taxable, OR
  - ii. A Professional Development fund set up at St. Mary's University in the amount of \$1000 to cover expenses related to their teaching, such as conference attendance. This account will follow the same accounting and approval procedures as other professional development funds at St. Mary's University.

### Eligibility

- All full and part time faculty of St. Mary's University College are eligible to receive this award provided the minimum service requirements are met.
- Service requirement:
  - Full time faculty: 2 years
  - All other candidates: 10 semesters or the equivalent of 12 courses
- The Award may be received not more than once in four years by one person.

### Nomination Package

A nomination begins with a nominator submitting a nomination form to the Vice-President Academic and Dean by April 30 of the year in which the award will be awarded. The nominator will not communicate with the nominee about the award and may be a student or group of students, a staff member, or a faculty member. In consultation with the nominator, the VP Academic and Dean will coordinate the collection of the following supporting documentation:

#### 1. *Nomination Form*

This must be completed by the nominator and provides the grounds for the nomination.

#### 2. *Student/Alumnus Testimonials*

Current students and/or alumni use this to describe teaching-related reasons for the nomination, *i.e.*, what makes the nominee's teaching uniquely effective?

March 25, 2017

### 3. *Faculty Sponsor Form*

A nomination requires a faculty sponsor (normally the Area Chair). The faculty sponsor assesses the nominee's role in course and curricula development, range of courses taught, and other activities related to teaching (*e.g.*, workshops, mentoring, team teaching, etc.). An evaluation of the nominee's teaching by the faculty sponsor should be included if available.

### 4. *Nominee's Teaching Philosophy*

The nominee must provide a statement of their teaching philosophy. If relevant, supporting materials may also be included.

### 5. *Course evaluation data*

Course evaluations from previously taught courses should be provided. While complete course evaluations should be submitted, only those comments directly addressing the teaching excellence of the nominee will be considered.

### **Evaluation Criteria:**

*The successful nomination package will provide evidence that the nominee:*

1. Instills within students an interest and enthusiasm for learning.
2. Demonstrates excellent planning and organization of course materials, including the regular updating and revision of these materials.
3. Provides varied learning experiences (*e.g.*, open classes, guest speakers, laboratories, field trips), when appropriate.
4. Presents subject matter clearly and at an appropriate level of rigor.
5. Consistently demonstrates concern for student progress and well-being and is available and approachable for out-of-classroom consultation.
6. Develops a classroom environment in which students are comfortable sharing ideas and knowledge and asking questions.
7. Responds appropriately to constructive feedback on teaching.
8. Contributes to curriculum development and/or course design.

***Nomination Deadline:***

***April 30, 2017***

***Please submit completed nomination packages to:  
Jennifer Rondeau, Assistant to the Vice-President Academic and Dean***



**ST. MARY'S AWARD FOR TEACHING EXCELLENCE NOMINATION FORM**

***To be completed by the nominee and submitted to the Assistant to the Vice-President  
Academic & Dean***

Name of Faculty Member Being Nominated: \_\_\_\_\_

Discipline and Position: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Nominator's contact information: \_\_\_\_\_

Nominator is (check box that applies):  Faculty     Staff     Student

Nominator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach a letter outlining the grounds for nomination and include any testimonials from students or alumnus.

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**ST. MARY'S AWARD FOR TEACHING EXCELLENCE NOMINATION FORM**

***To be completed by the Faculty Sponsor (normally the Area Chair) and submitted to the Assistant to the Vice-President Academic & Dean***

**Name of Faculty Member Being Nominated:** \_\_\_\_\_

**Discipline:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of Nominator:** \_\_\_\_\_

**Name of Faculty Sponsor and position:** \_\_\_\_\_

**Faculty Sponsor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please attach a letter assessing the nominee's role in course and curricula development, range of courses taught, and other activities related to teaching (e.g., workshops, mentoring, team teaching, etc.). An evaluation of the nominee's teaching by the faculty sponsor should be included if available.

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