

### **Call for Nominations 2023-2024**

Brescia University College invites nominations for its 2023-2024 *Award for Excellence in Teaching*. The BUC Awards for Excellence in Teaching recognize the outstanding teaching accomplishments of Brescia faculty members. The Awards for Excellence in Teaching are focused on the strength and impact of the nominee's teaching activities and fostering the academic development of our students in their discipline. The deadline to submit a nomination for this award year is **Friday, February 16, 2024, at 4:00pm**. Please refer to the Award Guidelines for additional information.

#### **Eligibility**

There are separate awards for full-time faculty and contract faculty and the Office of the Provost will direct the nomination to the appropriate competition.

#### **How to Submit a Nomination**

1. Nominations for the *Award for Excellence in Teaching* may be initiated by any Brescia individual or group including students, full-time or contract faculty members, staff, or alumnae. Students making a nomination must not be currently registered in a course taught by the professor being nominated. Nominators must not be a member of the Award Selection Committee (a subcommittee of the Learning and Teaching Committee).
2. The nominators must seek the permission of the nominee before submitting the nomination to the Office of the Provost.
3. If a positive response is received by the nominee, the nominator will then prepare a one-page letter, signed by the nominator. In the case where there is more than one nominator, please submit a one-page, *co-signed* letter of nomination. The letter may refer to the criteria outlined in the Award Guidelines in making the case.
4. Self-nominations are permitted.
5. Nominees from last year may be nominated for the current award year with their permission (refer to Award Guidelines for more information).
6. Nomination letters should be emailed (MS Word or PDF) to [bucprovost@uwo.ca](mailto:bucprovost@uwo.ca) by **4:00 pm on Friday, February 16, 2024**.
7. The nominee will be required to provide a Teaching Dossier, outlining the strength and impact of the nominee's teaching activities. Full instructions for compiling a dossier are available in the Award Guidelines. Completed dossiers must be submitted in a single PDF file to the Office of the Provost ([bucprovost@uwo.ca](mailto:bucprovost@uwo.ca)) by **Monday, March 4, 2024**.

The Award Selection Committee, chaired by the Associate Academic Dean, will meet to select an award recipient based on a criteria-driven evaluation process. The decision of the committee will be announced in April. In a given year, one award recipient will be so honoured, or no award may be granted, based on the decision of the committee. Faculty members serving on the Award Selection Committee may not nominate or be nominated for the award while serving on the committee. If there is a conflict of interest among any of the members of the committee, those members are asked to recuse themselves from their duties for the award year.

Questions of clarification should be directed to [bucprovost@uwo.ca](mailto:bucprovost@uwo.ca) or the Associate Academic Dean.