



Brescia Award for Excellence in Teaching: ***Contract Faculty*** **Guidelines and Nomination Procedure**

About the Award

The Brescia University College *Award for Excellence in Teaching* was established in 2017 by the Office of the Vice-Principal and Academic Dean to recognize the outstanding teaching activities and contributions to the academic development of students on the part of Brescia faculty. The recipient of the *Award for Excellence in Teaching* is awarded a plaque and bestowed the following title for the award year: *Brescia Excellence in Teaching Professor*. The recipient of the award will be announced in April. In a given year, one award recipient will be honoured, or no award may be granted, based on the decision of the Award Selection Committee (a subcommittee of the Learning and Teaching Committee).

Eligibility

Nominees must be a contract faculty member who has taught at least one full (1.0 or equivalent) degree-credit course at Brescia during two out of the past three years and who are not a full-time faculty member or visiting faculty member with a full-time appointment elsewhere. Faculty members serving on the Award Selection Committee may not be nominators or nominees. Recipients may only receive the award once within a five (5) year period.

Call for Nominations

The Office of the Provost will issue a call for nominations in **January** of each year to all members of the Brescia University College community notifying them of the nomination procedures. A call for nominations will also be posted on the Brescia website and/or other publications/social media platforms.

Nomination Procedure

1. Nominations for the *Award for Excellence in Teaching* may be initiated by any Brescia individual or group including students, full- or part-time faculty members, staff, or alumnae. Students making a nomination must not be currently registered in a course taught by the professor being nominated. Faculty members serving on the Award Selection Committee may not nominate or be nominated for the award.
2. Nominations must be submitted in the form of 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.
3. Nominators must seek the permission of the nominee in writing before submitting the nomination.
4. Self-Nominations are allowed.
5. Nominations are to be emailed (MS Word or PDF) to bucprovost@uwo.ca by **4:00pm on Friday, February 16, 2024.**

Dossier Preparation

The teaching dossier is the primary means of deciding who will be selected as the recipient of the *Award for Excellence in Teaching*. Preparation of the dossier is the responsibility of the nominee (including obtaining letters of support). Completed dossiers must be submitted in a single PDF file to the Office of the Provost (bucprovost@uwo.ca) by **Monday, March 4, 2024**. The nominee's last name should be included in the file name.

Please refer to the "Criteria" section below to guide dossier preparation. The criteria describe how the dossiers will be assessed.

The following items are to be included in the dossier (word counts are based on Arial, 11 pt., single spaced text):

1. The original, one-page letter of nomination;
2. A nomination summary that clearly outlines and supports the importance of the nominee's accomplishments and contributions through teaching activities and in terms of the academic development of students (max 1000 words). This summary can be written by the nominee, or co-created with the nominator, in order to highlight the nominee's most significant contributions;
3. A recommendation letter signed by the nominee's School Chair showing support from the nominee's School for the nomination (max 800 words). *Note: If a nominee is currently a School Chair, this requirement will be waived.*
4. A complete and current curriculum vitae (CV) of the nominee;
5. Appropriate letters of support from faculty, students and/or staff from Brescia, Western and/or the affiliated colleges or other campuses if relevant. Letters of support should highlight the nominee's work over the past five (5) years including outstanding teaching activities, scholarship on teaching, achievements, service, or successful collaborations during that time period; and
6. Any awards, press releases, or media coverage related to the nominee's teaching or scholarship on teaching.

Criteria

The *Award for Excellence in Teaching* is focused on the strength and impact of the nominee's teaching activities and on fostering the academic development of students.

Factors relating to teaching excellence can be assessed in many different ways and comparisons between teachers in different disciplines may be challenging. Nominators will therefore be asked to demonstrate the impact of the teaching activities through measures relevant in their discipline. Those individuals who provide letters of support are encouraged to make specific reference to these factors.

Comprehensive criteria used in judging nominees include:

1. **Classroom teaching**, which includes regular classes and lectures, seminars, tutorials and laboratory sessions.
2. **Academic counselling/student mentoring**, which may involve assisting students in selecting courses or choosing programs of study, helping them make career choices, writing letters of recommendation, offering information and advice on professional programs and graduate schools, and so on.
3. **Producing educational materials** such as textbooks, instructional packages, laboratory

manuals, software, study guides, slides, films, and handouts.

- 4. Participating in teaching development activities** like workshops or seminars designed to improve or enhance teaching skills and strategies.
- 5. Developing innovative teaching methods**, such as providing an opportunity for experiential learning, fieldwork, or learning through community service.

Selection Procedure

1. The dossiers are held in confidence for review by the Award Selection 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 that award year. The committee's student representative may not be a current student of any nominee.
2. The Committee will meet to select a recipient based on a criteria-driven evaluation process. The committee may ask the nominator or someone other than the nominator for additional information if required to gain clarification on an item in the dossier. In a given year, one award recipient for this particular teaching award will be so honoured, or no award may be granted, based on the decision of the committee.
3. The name of the award recipient will be announced in **April**.

Nominations must be submitted to the Office of the Provost c/o Brescia University College at bucprovost@uwo.ca by the deadline indicated in the call for nominations.

Questions of clarification may be directed to the Office of the Provost or Associate Academic Dean.