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A MESSAGE FROM THE ASSOCIATE DEAN, TEACHING AND LEARNING

It is my pleasure to open the nominations for the 2018 Celebrate Teaching! awards, which recognizes the outstanding contributions of all teachers on our campuses.

In 2017, the Celebrate Teaching! awards program was redesigned to showcase the different types of teaching at the university with six new awards. A record number of nominations were received, highlighting the achievements of over 100 amazing teachers.

The program culminated with an incredible Celebrate Teaching! ceremony, which honoured the best teachers and all of the Celebrate Teaching! nominees, and was attended by over 100 members of our university community.

This year, we have moved the nomination process entirely online, and have provided this guide to help you easily nominate your outstanding teachers. We are looking forward to reading about all the exciting achievements in the field of teaching and learning. We also invite you to save the date of March 28, 2019, for the next Celebrate Teaching! ceremony.

Yours in teaching,

Rupinder Brar

Associate Dean, Teaching and Learning
**IMPORTANT DATES**

Nomination packages available: Monday, November 26, 2018 at 9:00 a.m.

Nominations due: Monday, February 25, 2019 at 4:30 p.m., emailed to teachingandlearning@uoit.ca

Celebrate Teaching! Award Ceremony: Thursday, March 28, 2019, time TBD

Nomination packages may be accessed on the Teaching and Learning Centre website, at [https://tlc.uoit.ca/awards-and-funding/teaching-awards/nomination-forms.php](https://tlc.uoit.ca/awards-and-funding/teaching-awards/nomination-forms.php)
FREQUENTLY ASKED QUESTIONS

WHAT AMOUNT OF TIME DO THE AWARDS COVER?
The 2018 Celebrate Teaching! awards consider those who have taught or worked with students during the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

HOW DO I COMPLETE A NOMINATION PACKAGE?
For the 2018 Celebrate Teaching! awards, all nomination packages are completed in the available PDF form and are submitted electronically to teachingandlearning@uoit.ca. Refer to this document for links to the online nomination packages. This document also contains useful instructions for completing a nomination package.

CAN I MAKE MY OWN NOMINATION PACKAGE?
No, you must submit your nomination package using the form available on the Teaching and Learning Centre website at https://tlc.uoit.ca/awards-and-funding/teaching-awards/nomination-forms.php. Other forms will not be accepted. Do not attach additional pages to your nomination package.

WHEN IS THE NOMINATION PACKAGE DUE?
All nomination packages must be submitted to teachingandlearning@uoit.ca no later than 4:30 p.m. on Monday, February 25, 2019.

WHO IS ELIGIBLE FOR NOMINATION?
Eligibility for a 2018 Celebrate Teaching! award depends on the eligibility criteria for each award. However, all nominees must be current faculty, staff, or students of the university.

WHO MAY NOMINATE AN INDIVIDUAL FOR AN AWARD?
Nomination for 2018 Celebrate Teaching! awards depends on the nomination criteria for each award. However, all nominators must be current faculty, staff, or students of the university.

CAN PREVIOUS RECIPIENTS BE NOMINATED?
Yes, previous recipients may be nominated.

CAN PREVIOUS NOMINEES BE NOMINATED?
Yes, previous nominees can be nominated again this year.

CAN AN INDIVIDUAL BE NOMINATED FOR MULTIPLE AWARDS?
Yes, an individual may be nominated for multiple awards, or may be nominated multiple times for the same award.
IS MY NOMINATION PACKAGE CONFIDENTIAL?
No, your nomination package is not confidential. The contents of a nomination package will be shared with the
Teaching and Learning Advisory Committee to assist them in selecting recipients. Individual comments may be
shared as part of a social media campaign, although they will be anonymized (for nominees, nominators, and
supporters).

HOW ARE AWARD RECIPIENTS SELECTED?
Award recipients are selected by the Teaching and Learning Advisory Committee. Committee members use a
comprehensive rubric for each award to discuss each nominee’s suitability for the award.

WHEN ARE RECIPIENTS ANNOUNCED?
Award recipients are announced live, at the Celebrate Teaching! ceremony. Recipients are not notified in
advance. All nominees receive a notification letter and Certificate of Achievement prior to the ceremony.
COMPLETING YOUR ONLINE NOMINATION PACKAGE

This year, all nomination packages for the Celebrate Teaching! awards will be submitted electronically to teachingandlearning@uoit.ca, using the PDF nomination packages available online. This section will provide support on using these forms to generate a nomination package.

It is strongly recommended that all nominators and supporters read this section prior to writing their portion of the nomination package.

ROLES

Nominator
Nominators are responsible for providing the initial nomination form as well as details about the nominee, including their business phone number, office number, email address, Faculty, and position. Nominators oversee the distribution of the nomination package to those they have selected to write letters of support for the nominee.

Nominee
The nominee is a member of the university community who has been nominated to receive a Celebrate Teaching! award.

Supporters
Supporters are writers of letters of support. They complete their designated information, as indicated by the nominator, in support of the nominee for consideration of the award.

BEFORE YOU BEGIN

→ Nominator

- Ensure your nominee is eligible to receive the award. You may check the award eligibility on the Teaching and Learning Centre website or in this guide.
- Gather all the information needed to complete the Nominee Information section of the nomination package. This includes:
  - Nominee’s full name (double-check spelling)
  - Nominee’s business phone number, email (double-check spelling), and office number
  - Nominee’s position, Faculty/department, and courses taught in 2018 (if applicable).
  - You may wish to compose your portions of the nomination package (e.g., the nomination form) in Word or a similar program so that you are able to save and make edits, then simply copy and paste into the package when you are ready.
- Contact those you wish to act as supporters for your nominee. Details of the requirements for letters of support are found on the Teaching and Learning Centre’s website and in this guide. Let the supporters know when they can expect to receive the nomination package you have started. Encourage them to read this document.
- Access the appropriate nomination package on the Teaching and Learning Centre website.

INFORMATION AND QUESTIONS

For additional information or if you have questions, please contact the Teaching and Learning Centre at teachingandlearning@uoit.ca.
1. CREATE THE NOMINATION PACKAGE

Nominator

- Click the link to download the nomination package to your local drive. Do not begin working with the form online – it will not save your responses.
- Complete the section entitled Nomination Form. You may wish to compose your nomination form in Word or a similar program so you are able to save and make edits, then simply copy and paste into the package when you are ready.
- Save the nomination package to your local drive.

2. FORWARD THE NOMINATION PACKAGE

Nominator

- Forward the nomination package to the supporters.
- Indicate to each supporter which letter of support they are to completed, and when they should return completed files to you.

3. COMPLETE THE LETTERS OF SUPPORT

Supporters

- When you have received the nomination package from the nominator, save it to your local drive. Give the file a recognizable name (e.g., append the name of the file with your name or initials and the date).
- Complete the letter of support indicated by the nominator. You may wish to compose your letter of support in Word or a similar program so you are able to save and make edits, then simply copy and paste into the package when you are ready.
- Save the nomination package to your local drive. Attach the file to an email to the nominator, and send it.

4. REVIEW AND SUBMIT THE NOMINATION PACKAGE

Nominator

- Save all files from the supporters.
- In a single file of the nomination package (e.g., your original entry), copy and paste the respective responses into the form fields. Save the file.
- Review the contents to ensure all parts are completed and are accurate.
- Submit the nomination package as a single PDF to teachingandlearning@uoit.ca no later than 4:30 p.m. on Monday, February 25, 2019.

IMPORTANT DATES

Nomination packages available: Monday, November 26, 2018 at 9:00 a.m.
Nominations due: Monday, February 25, 2019 at 4:30 p.m.
WRITING A LETTER OF SUPPORT

ADHERE TO THE WORD LIMIT
The Celebrate Teaching! awards have strict word limits for each part of the nomination package and for letters of support. You should not go over these limits, or your nominee may be disqualified.

START IN WORD FIRST
Starting your letter of support in Word (or similar) first allows you to edit and save easily, and can also help you adhere to the word limit.

PAY ATTENTION TO THE SELECTION CRITERIA
Ensure your letter addresses as many of the selection criteria (as outlined in the award application letter, and in this guide) as possible.

GIVE CONCRETE EXAMPLES
Not only should you indicate that the nominee meets all, or as many as possible, of the selection criteria, you should give clear and concise examples of how the nominee does so. Each section of the nomination package outlines the specific criteria you should write about.

MAKE IT PERSONAL
Specific examples of the nominee’s uniqueness and personal impact helps the Selection Committee form a picture of the nominee.

BE PROFESSIONAL
At all times, remain professional. Avoid disparaging others in the effort to make your nominee stand out.

USE ACCESSIBLE LANGUAGE AND CHECK SPELLING
Keep in mind that the Selection Committee is comprised of faculty and staff from across the university. Avoid the use of discipline-specific language. Remember to check your spelling, not only in your letter of support, but also in your contact details and those of the nominee.
**ELIGIBILITY REQUIREMENTS**

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<th>AWARD NAME</th>
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<th>NOMINATION PACKAGE REQUIREMENTS</th>
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| Award for Excellence in Teaching | Any tenured, tenure-track, or teaching faculty member, who has taught in the 2018 calendar year. | Deans will accept nominations from any faculty or staff member in their Faculty. The Dean may choose how to organize the call for nominations. Deans will select one (1) top nominee to submit to the Selection Committee. | ✓Nomination form  
✓Four (4) letters of support, including:  
• One (1) letter from the Dean or designate;  
• One (1) letter from a colleague;  
• Maximum one (1) letter from a current or former student who is/was taught by the nominee;  
• One (1) additional letter from a member of the university community who is most familiar with the nominee’s teaching. |
| Early Career Teaching Award  | Any tenured, tenure-track, or teaching faculty member, who is in the first five (5) years of their teaching career, as of December 1, 2018. Award nominees must have taught in the 2018 calendar year | Nominations may be submitted by any faculty or staff member at UOIT. | ✓Nomination form  
✓Two (2) letters of support, including:  
• One (1) letter from the Dean or designate;  
• One (1) letter from a current or former student who is/was taught by the nominee; |
<p>| Teaching Innovation Award    | Any tenured, tenure-track, or teaching faculty member, who has taught in the 2018 calendar year | Nominations may be submitted by any faculty or staff member at UOIT, including self-nominations. | ✓Nomination form |</p>
<table>
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<tr>
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| **Teaching Assistant Excellence Award** | Any teaching assistant at the university, who has taught in the 2018 calendar year. | Nominations may be submitted by any faculty or staff member at UOIT, including the Teaching Assistant's supervisor. | ✓ Nomination form ✓ Two (2) letters of support, including:  
• One (1) letter from the supervising professor or instructor of a course taught by the nominee*;  
• One (1) letter from a current or former student who is/was taught by the nominee;  
*If the original nominator is the supervising instructor, the additional Letter of Support can be from another instructor, TA, or student familiar with the nominee’s teaching. |
| **Tim McTiernan Student Mentorship Award** | Any UOIT community member. Award nominees must have worked with students or will work with students in the 2018 calendar year. Nominees being considered for excellence in graduate student supervision are encouraged to be nominated for an award through the School of Graduate and Postdoctoral Studies. | Nominations may be submitted by any student at UOIT. | ✓ Nomination form |
| **Student Choice Award**            | Open to any instructor (tenured, tenure-track, teaching faculty, or sessional instructor) at UOIT who has taught in the 2018 calendar year. | Nominations may be submitted by any student at UOIT. | ✓ Nomination form |
Start your 2018 nomination package today!
Nomination packages due Monday, February 25, 2019 at 4:30 p.m. to teachingandlearning@uoit.ca
The Early Career Teaching Award recognizes innovation and excellence in teaching by individuals who are in the early stages of their teaching career. We encourage the nomination of colleagues who consistently demonstrate a passion for teaching and engagement both in and out of the classroom. The award winner, as selected by the Committee, will be recognized with a monetary prize and award. All nominees will be honoured with a certificate of achievement.

**ELIGIBILITY**

This award is open to any tenured, tenure-track, or teaching faculty member at UOIT who is in the first five (5) years of their teaching career as of December 1, 2018. Award nominees must have taught in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

Nominations may be submitted by any faculty or staff member at UOIT. Nominators are responsible for the completion, collation, and submission of the nomination package. Nominators must also notify the nominee that their name has been submitted for the award (a template letter is provided). Incomplete nomination packages will not be accepted.

**SELECTION**

The Selection Committee will be comprised of the Teaching and Learning Advisory Committee, with support from the Associate Dean, Teaching and Learning and the Teaching and Learning Centre. The Selection Committee will evaluate all nomination packages received on the basis of proven, successful, and innovative teaching and leadership at the undergraduate and/or graduate levels.

Nomination packages will be evaluated on evidence of intellectual vigour, passion for subject matter, effective communication, and concern for students demonstrated by the nominee, as well as their participation in educational research or initiatives, use of innovative technology for teaching and learning, and engagement in reflective practice.

**NOMINATION PACKAGE**

The nomination package will consist of:

- Nomination form, completed and signed by the nominator.
- Two (2) letters of support, including: one (1) letter from the Dean or designate and one (1) letter from a current or former student who is/was taught by the nominee;

Start your 2018 nomination package today!
Nomination packages due Monday, February 25, 2019 at 4:30 p.m. to teachingandlearning@uoit.ca
UOIT is dedicated to the use of innovative teaching practices to support student success. We encourage the nomination of colleagues who demonstrate unique and original solutions to specific problems of practice in their classes. Faculty members are also encouraged to self-nominate. The award winner, as selected by the Committee, will be recognized with a monetary prize and award. All nominees will be honoured with a certificate of achievement.

**ELIGIBILITY**
This award is open to any tenured, tenure-track, or teaching faculty member at UOIT who has taught in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

**NOMINATION**
Nominations may be submitted by any faculty or staff member at UOIT, including self-nominations. Nominators are responsible for the completion, collation, and submission of the nomination package. Nominators must also notify the nominee that their name has been submitted for the award (a template letter is provided). Incomplete nomination packages will not be accepted.

**SELECTION**
The Selection Committee will be comprised of the Teaching and Learning Advisory Committee, with support from the Associate Dean, Teaching and Learning and the Teaching and Learning Centre. The Selection Committee will evaluate all nomination packages received on the basis of successful development and/or implementation of a unique and innovative project or initiative that addresses a specific problem of practice in the field of teaching and learning.

**NOMINATION PACKAGE**
The nomination package will consist of:

- Nomination form, completed and signed by the nominator (self-nominations included).
Teaching assistants provide invaluable support in the pursuit of student success at UOIT. We encourage the nomination of teaching assistants who demonstrate superior commitment to their subject matter and their students through effective teaching. The award winner, as selected by the Committee, will be recognized with a monetary prize and award. All nominees will be honoured with a certificate of achievement.

**ELIGIBILITY**
This award is open to any teaching assistant at UOIT who has taught in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

**NOMINATION**
Nominations may be submitted by any faculty or staff member at UOIT, including the Teaching Assistant's supervisor. Nominators are responsible for the completion, collation, and submission of the nomination package. Nominators must also notify the nominee that their name has been submitted for the award (a template letter is provided). Incomplete nomination packages will not be accepted.

**SELECTION**
The Selection Committee will be comprised of the Teaching and Learning Advisory Committee, with support from the Associate Dean, Teaching and Learning and the Teaching and Learning Centre.

The Selection Committee will evaluate all nomination packages received on the basis of proven, successful, and innovative teaching at the undergraduate and/or graduate levels.

Nomination packages will be evaluated on evidence of the nominee’s demonstration of passion and knowledge of the subject matter, development of materials, resources, or strategies for teaching, and the support provided to the professor and students of the course.

**NOMINATION PACKAGE**
The nomination package will consist of:

- Nomination form, completed and signed by the nominator.
- Two (2) letters of support, including: one (1) letter from the supervising professor or instructor of a course taught by the nominee* and one (1) letter from a current or former student who is/was taught by the nominee.

*If the original nominator is the supervising instructor, the additional Letter of Support can be from another instructor, TA, or student familiar with the nominee’s teaching.

**Start your 2018 nomination package today!**
Nomination packages due Monday, February 25, 2019 at 4:30 p.m. to teachingandlearning@uoit.ca
Celebrate Teaching! 2018 Nomination Guide

TIM McTIERNAN STUDENT MENTORSHIP AWARD

The Tim McTiernan Student Mentorship Award recognizes excellence in mentorship at the university. We encourage the nomination of individuals who consistently demonstrate a passion for supporting student success, an ability to inspire personal and professional growth and an outstanding commitment to promoting the values of the university. The award winner, as selected by the Committee, will be recognized with a monetary prize and award. All nominees will be honoured with a certificate of achievement.

ELIGIBILITY
This award is open to any UOIT community member. Award nominees must have worked with students in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters. Nominees being considered for excellence in graduate student supervision are encouraged to be nominated for an Award of Excellence in Graduate Supervision through the School of Graduate and Postdoctoral Studies.

NOMINATION
Nominations may be submitted by any student at UOIT. Nominators are responsible for the completion and submission of the nomination package. Nominators must also notify the nominee that their name has been submitted for the award (a template letter is provided). Incomplete nomination packages will not be accepted.

SELECTION
The Selection Committee will be comprised of the Teaching and Learning Advisory Committee, with support from the Associate Dean, Teaching and Learning and the Teaching and Learning Centre.

The Selection Committee will evaluate all nomination packages received on the basis of how the nominee demonstrated excellence in mentorship at the university.

NOMINATION PACKAGE
The nomination package will consist of:

- Nomination form, completed and signed by the nominator.

Start your 2018 nomination package today!
Nomination packages due Monday, February 25, 2019 at 4:30 p.m. to teachingandlearning@uoit.ca
The voices of our students are valuable to us. As such, the Student Choice Awards allows students to recognize their outstanding teachers through a 280-character, “tweetable” nomination. The award winner, as selected by the Committee, will be recognized with a monetary prize and award. All nominees will be honoured with a certificate of achievement.

**ELIGIBILITY**
This award is open to any tenured, tenure-track, or teaching faculty member or sessional instructor at UOIT who has taught in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

**NOMINATION**
Students may access the nomination form at uoit.ca/studentchoiceawards. After entering their information, students may choose their course and professor from a drop down menu. If a professor is not listed, please email teachingandlearning@uoit.ca for support.

**SELECTION**
The Selection Committee will be comprised of the Teaching and Learning Advisory Committee, with support from the Associate Dean, Teaching and Learning and the Teaching and Learning Centre. The Selection Committee will evaluate all Nominations.

**NOMINATION FORM**
The nomination form is available at uoit.ca/studentchoiceawards.
Celebrate Teaching! 2018 Nomination Guide

You’re Invited!

We invite all faculty, staff, and students to help us Celebrate Teaching! on Thursday, March 28, 2019.

Stay tuned to campus media channels for more information as we draw nearer to the date.

Twitter: @TLCUOIT  Web: tlc.uoit.ca