

2018 NOMINATION GUIDE



The Teaching and Learning Centre

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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>

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 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 complete, 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

AWARD NAME	ELIGIBILITY	NOMINATION	NOMINATION PACKAGE REQUIREMENTS
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.	<ul style="list-style-type: none"> ✓Nomination form ✓Four (4) letters of support, including: <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> ✓Nomination form ✓Two (2) letters of support, including: <ul style="list-style-type: none"> • One (1) letter from the Dean or designate; • One (1) letter from a current or former student who is/was taught by the nominee;
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.	<ul style="list-style-type: none"> ✓Nomination form

Celebrate Teaching! 2018 Nomination Guide

AWARD NAME	ELIGIBILITY	NOMINATION	NOMINATION PACKAGE REQUIREMENTS
<p>Teaching Assistant Excellence Award</p>	<p>Any teaching assistant at the university, who has taught in the 2018 calendar year.</p>	<p>Nominations may be submitted by any faculty or staff member at UOIT, including the Teaching Assistant's supervisor.</p>	<p>✓Nomination form ✓Two (2) letters of support, including:</p> <ul style="list-style-type: none"> • 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; <p>*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.</p>
<p>Tim McTiernan Student Mentorship Award</p>	<p>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.</p>	<p>Nominations may be submitted by any student at UOIT.</p>	<p>✓Nomination form</p>
<p>Student Choice Award</p>	<p>Open to any instructor (tenured, tenure-track, teaching faculty, or sessional instructor) at UOIT who has taught in the 2018 calendar year.</p>	<p>Nominations may be submitted by any student at UOIT.</p>	<p>✓Nomination form</p>



The Award for Excellence in Teaching recognizes the contributions of our faculty members in creating a culture of teaching excellence and supporting student success on our campuses. Faculty members who demonstrate sustained and superior achievements in undergraduate and/or graduate teaching, as well as educational innovation, research, and leadership are eligible for nomination for this award. 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 the university who has taught in the 2018 calendar year, which includes the Winter 2018, Spring-Summer 2018, and Fall 2018 semesters.

NOMINATION

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. The Office of the Dean is responsible for the completion, collation, and submission of the nomination package for their selected nominee. The Office 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 and passion for subject matter, effective communication demonstrated by the nominee, as well as their participation in educational research or initiatives, impact on campus life beyond the classroom, and concern and support for students and colleagues.

NOMINATION PACKAGE

The nomination package will consist of:

- Nomination form, completed and signed by the nominator.
- 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. This might be a colleague, staff member, or supervised TA.

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;

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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).

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



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



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.

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



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