

King's University College Award for Excellence in Teaching

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THE KING'S COLLEGE AWARD FOR EXCELLENCE IN TEACHING

Effective the academic year 1995-1996, an award for excellence in teaching was established at King's University College. The award is based on evidence of continued outstanding contributions to the academic development of students.

All instructors with academic teaching responsibilities at King's University College are eligible for consideration for the award.

Two awards may be given out annually at the Spring Convocation. One award will recognize a full-time member of faculty with a minimum of five years of teaching experience at King's and a second award will recognize a part-time member of faculty with a minimum of three years of teaching experience at King's. An individual cannot receive the award more than once. Normally, the name of the award recipient will be announced at the end of April.

The *awards* will consist of a commemorative scroll to be presented during King's June Convocation ceremonies. The King's Regis and King's Herald will be asked to print articles about the recipient. **Western News** will also be informed each year about the recipient of the award.

The names of the *recipients* will be added to a suitably inscribed plaque to be permanently displayed in a prominent place at the College.

The Award Selection Committee will be comprised of the President of King's University College Student Council, the Principal, the Academic Dean, two student members of Faculty Council (selected by Students' Council), two alumni (selected by the King's University College Alumni Association), two faculty (elected for two-year staggered terms by Faculty Council), one Professor Emeritus (selected by the Academic Dean), and the Registrar (chairperson).

Among the factors to be considered in selecting the recipient are: (1) classroom instruction (lectures, small groups, labs, etc.); (2) academic counselling, mentoring, tutoring, and advising of students; (3) course design; (4) curriculum development; (5) preparation of educational materials, (6) innovative teaching methods.

Call For Nominations

Promotion of the Call for Nominations shall take place each year during the first weeks of October. A press release shall be issued by the Registrar's Office to the following media; the King's Regis, the Gazette and TV/Radio Western. An advertisement for the award will also be included in the summer issue of the King's Herald. All members of the King's Faculty Council and of King's Students' Council shall be notified of the award and the nomination procedures. Posters shall be displayed around the King's campus.

Selection Procedures

The procedures used to choose the recipient include the following:

1. Nominations may be initiated by students, and/or alumni, and/or faculty members. Students making a nomination should not be currently registered in a course taught by a professor being nominated. However, all nominations should be submitted by two primary nominators to the Chair of the Committee no later than October 31st .
2. The Selection Committee will assist the nominators to compile a dossier for each nominee. The nominees will be asked to submit representative samples of teaching materials and any other relevant information. Nominators are responsible for obtaining letters of reference from students (past and present) and colleagues of the nominee. Dossiers must be completed no later than January 15th. The chair of the committee will advise nominators about the confidentiality of information in the nominee's academic file.
3. Each nominee must be given the opportunity to decline to let his or her name stand. Willing nominees must also give permission to those preparing their dossiers to examine data contained in their academic files and should be given the opportunity to attest to the completeness of the dossier prepared for viewing by the Selection Committee.
4. Each nominee's dossier should contain at least two official letters of nomination. The nominators should be familiar with the candidate and the contents of the dossier and be prepared to meet with the Committee in support of the candidate in question, should the Committee request it.
5. Nominators are responsible for advising people who will be forwarding letters of support for a nominee that these letters will be available for public view if permission is given by a winning candidate to the University College to show the dossier in the Cardinal Carter Library.
6. Files of nominees of one year may be held over for consideration in the following year. The Selection Committee may ask such nominees for up-to-date information.

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