

Nominations Package:

Distinguished Teaching Award

Award

Outstanding teaching is a core element of Kwantlen Polytechnic University, and accordingly, the University recognizes and celebrates outstanding examples of teaching. The Kwantlen Polytechnic University Award for Distinguished Teaching is intended to recognize remarkable teaching as demonstrated by activities such as the development of new courses and curricula, contributions to the scholarship of teaching, development of effective teaching methods, enrichment of the learning environment at Kwantlen, and contributions that improve the teaching of colleagues.

Nominations for the Award can be made by any faculty, staff member or student by October 1 of each year. Written permission of the nominee is required.

The Distinguished Teaching Award is awarded in two categories: 1) full-time teaching and 2) part-time teaching. There will be one award per year.

Eligibility

Employees who have worked at KPU for a minimum of five years are eligible for nomination. This may include faculty, staff or administrators that instruct.

Selection Criteria

There are no fixed criteria for selection of the Award, although generally nominees will,

1. have contributed to the learning environment of their students, their departments, and their disciplines (e.g., by showing a consistent commitment to developing methodologies, materials, and processes which have contributed to student success).
2. have a demonstrated interest in teaching and pedagogy.
3. have been a role model for colleagues and students.

4. have had a recognized and substantial impact on students, colleagues, and the institution (e.g., letters of support).

Nomination Process

1. Nominees are required to complete the nomination form with all of the required information.
2. Nominations are to be in the form of the dossier that includes the identified material as described below.

Nomination Form

Nominations must include a completed Distinguished Teaching Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available. This form must include a statement regarding why the nominee is worthy of the distinguished teaching award (not to exceed 500 words).

Nomination Dossier

The nomination dossier includes evidence that demonstrates the nominee's exemplary contributions to teaching and learning at Kwantlen Polytechnic University. Nomination dossiers are expected to be 20 pages, but must not exceed 30 pages, including all appendices and supplementary material. Dossiers longer than thirty pages are ineligible and will be returned unread. It is expected that the font of submissions will be no less than eleven. Incomplete dossiers will be returned. The following elements should be included in a complete nomination dossier.

1. Completed Nomination Form.
2. A current Curriculum Vitae (no longer than five pages).
3. A statement of teaching philosophy submitted by the Nominee (not to exceed 500 words).
4. Letters of support from faculty, staff or students that reflect the nominee's teaching excellence (no more than five, two of which are written by former or current students of the Nominee).
5. Evidence of teaching excellence. Materials may include (but are not limited to):
 - A minimum of two teaching evaluations from KPU
 - Exemplary course materials that demonstrate selection criteria.

- Notes of recognition and thanks for teaching.
6. Record of professional and scholarly activity.
 7. Demonstrated evidence of the scholarship of teaching and learning.
Materials may include (but are not limited to),
 - external recognition of teaching excellence
 - exhibits of work.
 8. Written permission of the nominee.

Nominee Responsibility

1. Nominees are strongly encouraged to submit a teaching dossier that includes teaching evaluations from recent courses and a selection of exemplary teaching materials from the list of courses taught in the last five years.
2. Nominees whose names are standing for the second year must ensure that an updated dossier is submitted for review and consideration.

Distinguished Teaching Award Nomination Form

Nominations **must** include a completed Distinguished Teaching Award Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available.

Please note: All information submitted on behalf of the nominee will be kept confidential.

Indicate which Distinguished Teaching Award the application is for:

Full-time teaching

Part-time teaching

Full name of nominee

Name of contact person/representative, if contact person is not the nominee

Nominee's current address and telephone number

Present title and position

Nominee Permission

I agree to the submission of my name for the Distinguished Teaching Award.

Signature of Nominee

Please state why you feel this nominee should be awarded a Distinguished Teaching Award (*not to exceed 500 words – if more room is required, please attach the statement to this form*):

NOMINATION SUBMITTED BY

Nominator's Name

Nominator's Address

Nominator's Telephone Number

Nominator's Email Address

Signed by

Date

SELECTION PROCESS

All individuals nominated as candidates will be considered by the Senate Standing Committee on Tributes. Recommendations of the Senate Standing Committee on Tributes will be forwarded to Senate for its consideration and selection.

RECOGNITION

The Award will be acknowledged at one of the Convocation Ceremonies or other suitable occasion by the presentation of a citation and monetary award funded by members of the Board of the Kwantlen Polytechnic University Alumni Association and others.

Nominations will be retained for a period of two (2) years

Please return the completed Nomination Form and Dossier to:

Chair, Kwantlen Senate Standing Committee on Tributes
c/o Maggie MacKenzie, Confidential Assistant, Board of Governors
Surrey Campus
12666 72nd Avenue
Surrey, BC V3W 2M8

Tel: 604-599-2475

Email: Maggie.MacKenzie@kpu.ca

Nomination forms are available on the Senate website www.kwantlen.ca/senate).