

ABOUT THE AWARD

Exemplary teaching is a core element of KPU and, accordingly, KPU recognizes and celebrates exceptional examples of teaching. This award 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 KPU, and contributions that improve the teaching of colleagues.

This award is administered in accordance with KPU's *AD5: Honorary Degrees and Awards Policy* and *Procedure*. Nominations may be made by any faculty member, staff member, or student by the posted deadline on the [Senate Standing Committee on Tributes website](#).

The Distinguished Teaching Award is offered in two categories: (1) full-time employees and (2) part-time employees. Up to one award will be given each year for each category.

ELIGIBILITY

Employees who have worked at KPU for a minimum of five years are eligible for nomination. Eligible employees include faculty, staff, and administrators who instruct in any learning environment.

SELECTION CRITERIA

There are no fixed criteria for selection of the Award. Generally, successful nominees have:

- contributed to the learning environment of their students, their departments, and their disciplines (e.g., by showing a consistent contribution to developing methodologies, materials, and processes that have contributed to student success).
- a demonstrated interest in teaching and pedagogy.
- been a role model for colleagues and students.
- had a recognized and substantial impact on students, colleagues, and the institution (e.g., through letters of support).

NOMINATION PROCESS

1. Nominators are required to complete the [online nomination form](#) and provide all required information.
2. Nominations are considered for two years. For a nomination carried into the second year, a complete updated dossier may be submitted by the posted deadline, subject to the same requirements as a new nomination. The updated dossier replaces the original submission and may incorporate additional evidence, if available. If no updated dossier is submitted, the original remains under consideration. The Senate Office will follow up directly with the nominator regarding the submission process.

Distinguished Teaching Award: Nomination Guidelines

Nomination Dossier

The nomination dossier must contain evidence that demonstrates the nominee's exemplary contributions to teaching and learning at KPU. Nomination dossiers are expected to be approximately 20 pages in length and must not exceed 30 pages, including all appendices and supplementary material. The [nominee's written permission](#) is submitted separately and does not count toward the page limit. Dossiers longer than 30 pages are ineligible. Nominee- and nominator-created text—including the nomination rationale, CV, teaching philosophy, letters of support, and evidence summaries—must use a font size of at least 11 points. Incomplete and non-compliant dossiers will be returned.

The complete nomination dossier must be uploaded through the [online nomination form](#) as a single, combined PDF containing the following components in the order listed:

1. A rationale for the nomination, with reference to the selection criteria (not to exceed two pages).
2. A current curriculum vitae highlighting the nominee's instructional, scholarly, and professional activities (not to exceed five pages).
3. A statement of the nominee's teaching philosophy (not to exceed two pages).
4. Up to five letters of support from faculty, staff, or students that reflect the nominee's teaching excellence. Each letter must not exceed two pages, and at least two of these letters must be written by former or current students of the nominee.
5. Evidence of excellence in teaching and contributions to teaching and learning at KPU. Materials may include, but are not limited to:
 - A minimum of two recent teaching evaluations from KPU, where applicable.
 - Exemplary course materials from the last five years that demonstrate the selection criteria (for example, syllabi, assignments, or assessment strategies).
 - Notes of recognition or thanks for teaching.
 - Evidence of contributions to the scholarship of teaching and learning (for example, pedagogical publications, presentations, external teaching awards, or exhibits of work).

There is no separate page limit for this section. It may use the pages remaining within the 30-page total after all other dossier components are counted.

Longer documents should be included in full only when the complete document is necessary to demonstrate the nominee's contribution or impact. Otherwise, include only the relevant excerpts and provide sufficient context for the committee to assess the evidence.

For materials not included in full, such as journal articles or long-form reports, or materials that cannot be included in a PDF, such as videos, provide an accessible link to the complete item. For each linked item, identify its title, source, and date and provide a concise summary and an explanation of how it supports the nomination.

Distinguished Teaching Award: Nomination Guidelines

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

Collection Notice:

Kwantlen Polytechnic University (KPU), through the Senate Office, collects personal information submitted through the Senate award nomination process under section 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to administer and evaluate nominations for Senate awards in accordance with section 35.2(5)(i) of the University Act and the AD5 Honorary Degrees and Awards Policy and Procedure. Personal information about a nominee may be collected indirectly through the nomination process under section 27(1)(c)(i) of FIPPA. Any personal information submitted as part of a nomination must be limited to what is specifically requested in the applicable nomination requirements. Questions about this collection may be directed to the University Secretary, Kwantlen Polytechnic University, 20901 Langley Bypass, Langley, BC V3A 8G9, by telephone at 604-599-2357 or by email at senate@kpu.ca.

SELECTION PROCESS

All nominations will be considered by the Senate Standing Committee on Tributes. The Committee's recommendations will be forwarded to Senate for its consideration and selection.

RECOGNITION

Recipients will be recognized at a convocation ceremony or another appropriate occasion and presented with a citation.