Unit 1 Course Instructors Teaching Award

Deadline for nominations: Friday, May 3, 2024, at 5 p.m.

I. Information about the Award

Up to three awards are offered per year in this category.

The list of past recipients can be found at https://www.utsc.utoronto.ca/ctl/utsc-teaching-awards.

II. Eligibility

This award has been established for CUPE 3902 Unit 1 Course Instructors with experience at UTSC. To be eligible, the nominee must have taught in at least two different academic years at UTSC and have taught at least one course in the current academic year (Summer, Fall, Winter).

III. Limitations and Restrictions

An individual can win this award only once.

IV. Criteria

The award is intended to recognize **outstanding classroom teaching** in courses at UTSC. The Selection Committee looks for evidence of:

a. Demonstrated commitment to inclusive excellence in teaching and learning
b. Courses designed with explicit learning outcomes
c. Effective learning activities and assessments
d. Supportive learning environments
e. Outstanding student experiences

V. Nomination Package

The nomination package must demonstrate evidence of outstanding classroom teaching with a clear connection to the teaching excellence criteria. It should be organized in a single PDF file using the following headings in this order:

a. Table of Contents

b. Nomination Letter (maximum 500 words, double spaced, 12 pt. font, evidence may be listed in point form)

   The nomination letter must be written on university letterhead by a member of the UTSC community who is aware of the nominee's teaching. Course Instructors cannot self-nominate, but are welcome to initiate a discussion with a potential nominator.

   If the nominator is not the Chair or Director of the nominee's academic unit, then the nomination letter needs to be accompanied by a letter of support from the Chair or Director of the relevant academic unit, also on university letterhead.

   The nomination letter must include a clear and detailed explanation of the reason(s) the nominee should be considered for the award, **specifically addressing the award criteria listed in section IV** (above).

   c. Letters of Support (maximum 250 words each, double spaced, 12 pt. font, evidence may be listed in point form)

      The nomination package may include up to three letters from others aware of the nominee's teaching, such as former students. Letters from current students will not be considered by the awards committee.

      If the nominator is not the Chair or Director of the nominee's academic unit, then one of the letters of support must come from the Chair or Director of the relevant academic unit and should be presented on university letterhead.

      Letters of support should include:

      - An explanation of the relationship between the letter writer and the nominee.

      - A summary of the reason(s) the nominee should be considered for the award.

      - Clear evidence of the nominee's effectiveness as an instructor (for example, what specifically does the nominee do to improve the student experience or help students learn more effectively?). Indicating that the

nominee is “a great instructor” or “the best instructor I ever had” may be a sincere assessment but does little to help the committee distinguish between nominations.

d. Summary of Nominee’s Teaching Responsibilities

A summary of the nominee’s teaching responsibilities (courses, supervisory roles, etc.) for the past two years should be provided in list or table form. The summary should indicate:

- the course code and name
- enrollment numbers
- course level (undergraduate/graduate).

e. Evidence of Outstanding Classroom Teaching (this part of the nomination dossier must not exceed 35 pages)

This section includes the nominee’s Statement of Teaching Philosophy and Goals (written by the nominee) and the evidence of teaching excellence. While many dossiers will take a fully narrative approach, candidates may include artistic, audio or other materials and formats reflective of their pedagogical practice supplemented by a brief narrative.

1. Nominee’s Statement of Teaching Philosophy and Goals (maximum five pages). This statement, prepared by the nominee, reflects the nominee’s teaching approach and provides specific examples of pedagogical techniques employed. The statement should consider the rationale for adopting these approaches within the nominee’s discipline. The nominee may also wish to provide a reflection on and/or assessment of the effectiveness of these approaches and strategies.

2. Course syllabi (with explicit learning outcomes) for all courses taught at UTSC in the relevant two-year period.

3. Representative samples, provided by the nominee, of course learning activities and assessments that promote and assess learning and reflect inclusive excellence in teaching. Examples of these might be:

    - A lesson plan (a one- or two-page document that outlines the nominee’s organization of a particular class session, including a rationale or goals for the class, teaching methods, learning activities, props needed, sample test

or discussion questions, etc.)

- Discussion questions/prompts
- Course handouts
- In-class or Quercus-based quizzes
- Quercus modules, course websites, discussion lists

4. Other Supporting Material (as applicable) (not to exceed 10 pages)

   The nomination package may include additional material that offers evidence of the nominee's contributions to learning at UTSC. The candidate should make clear how this evidence substantiates the narrative of their teaching contributions presented in section e. Examples may include evidence of some of the following:

   - Professional development related to teaching: This may include formal and informal professional development undertaken by the nominee (workshops, sessions, courses, training, mentoring, consultations, or other professional activities to improve teaching skills or course/discussion design) and the application of learning from these activities to enhance the nominee's teaching.
   - Mentoring of Teaching Assistants (TAs) / Sessional Instructional Assistants (SIAs).
   - Participation in co-curricular activities at UTSC.

g. Course Evaluations (Please ensure course evaluations are positioned at the end of the dossier.)

This section will include full course evaluations, including student comments (specifically the full PDF reports received by instructors, not summaries), for all courses taught at UTSC within the relevant two-year period. The committee considers course evaluations as one of many ways in which teaching excellence might be demonstrated and considers this evidence in the context of the dossier as a whole. The committee is also intentional in its deliberations in recognizing the limitations of course evaluations as a primary measure of teaching effectiveness.

VI. Nomination Deadline and Submission Information

The deadline for submission of nominations is **Friday, May 3, 2024, at 5 p.m.**

The complete nomination package must be combined into **a single PDF file** and sent as an email attachment to utscteachingawards@utsc.utoronto.ca.

Questions regarding the process and preparation of the nomination package may be directed to the Associate Dean / Director, Centre for Teaching and Learning, Karen McCrindle, at adteaching.utsc@utoronto.ca.