



DEAN'S AWARD FOR TEACHING EXCELLENCE 2015 CALL FOR NOMINATIONS

Purpose of the Award

The purpose of the Dean's Award for Teaching Excellence is to recognize, reward and further motivate excellence in teaching. Three categories of the Award may be granted in any year: a) teaching by a full-time faculty member primarily at the undergraduate level; b) teaching by a full-time faculty member primarily at the graduate level; and c) teaching by a part-time faculty member.

Eligibility

Any full-time or part-time faculty member from the John Molson School of Business is eligible if he/she meets the following requirements:

1. The Faculty member must have taught a minimum of 24 credits at the JMSB over a period of at least four different academic years, including the current year.
2. The Faculty member has not been a recipient of this award (or the Distinguished Teaching Award) in the past four years.

A candidate who has held appointments in both the full-time and part-time categories will be considered in the category that reflects his/her current status.

Applications from Faculty members who are on leave without pay will not be considered. Committee members, Department Chairs, Program Directors, and Associate Deans are not eligible for the Award.

Nominations

- Nominations can be made by current students by full-time or part-time faculty members in the John Molson School of Business. Deadline is October 20th, 2015.
- Nominations from students currently enrolled in a course taught by the nominee are not eligible.
- The nomination should specify the category: a) teaching by a full-time faculty member primarily at the undergraduate level; b) teaching by a full-time faculty member primarily at the graduate level; and c) teaching by a part-time faculty member.
- The nominator is invited to include a letter of support that provides the rationale behind the nomination.

Documentation Requested From Nominees

Dossiers should include the nomination information:

- Personal statement of teaching philosophy. The evidence included in the dossier should be consistent with that philosophy. Relevant items in the dossier should be linked to specific elements of that philosophy.
- List of courses taught, including level (undergraduate, graduate), number of sections, and the enrolment in each section in each of the last four years.
- Results of course evaluation questionnaires for each course section taught during the last four years.
- Development of new or innovative course materials, instructional tools and methods, including evidence of the successful and effective delivery or implementation of the new course or instructional innovation, if available.
- Supervision of graduate students. Please indicate the name of the student, the actual or anticipated date of the thesis or research paper, and the nature of your contribution (e.g., chair or member of Ph.D. committee, supervisor or second reader).
- An example of course materials (sample of assignments, projects, reports, examinations, and other teaching materials used).
- Other evidence of excellence in teaching (e.g., teaching awards, honours, prizes, letters of recognition).
- Evidence of educational leadership (e.g., participation in workshops on teaching and learning, support and mentorship of other faculty members, grants for teaching and learning projects). The evidence should include an assessment of the impact of the candidate's contributions in such activities.

The dossier should consist of **a summary of your teaching activities that does not exceed 8 pages.**

Supporting material should be limited to a maximum of 20 pages, excluding the results of teaching evaluation questionnaires.

There are two distinct aspects of this award – teaching excellence and leadership in education. Both aspects will be considered in the evaluation of the candidates' dossiers.

Eligible candidates must submit their completed dossiers electronically by November 13th to the Office of the Dean, via stephanie.whitehouse@concordia.ca.

Selection Committee

The Selection Committee is composed as follows:

- Three full-time faculty members from three different departments, including a minimum of one faculty member who is a past recipient of the Award;
- One representative of the part-time faculty, preferably a past recipient of the Award;
- Two students – one undergraduate, one graduate (appointed by the presidents of the respective student associations)
- One representative from the Centre for Teaching and Learning Services.

Full-time faculty representatives on the Committee will be elected by Faculty Council.

The Selection Committee shall be chaired by a distinguished teacher (e.g. teaching award winner) from another Faculty. The Committee Chair shall vote only in the case of a tie.

Selection Process

Normally, the selection process consists of the following steps:

| Step | Deadline |
|---|---|
| <ul style="list-style-type: none"> Review of nomination and selection process by committee members | Late September-Early October |
| <ul style="list-style-type: none"> Students and faculty members in the JMSB are invited to nominate candidates whom they consider worthy of consideration for the Award. In addition, it is expected that departments, through their Department Personnel Committees or Department Chairs, nominate at least one faculty member from each of the full-time and part-time categories. | October 5 th - October 20 th |
| <ul style="list-style-type: none"> Review of applications/nominations to determine eligibility and to invite candidates to apply for the award | October 21 st -23 rd |
| <ul style="list-style-type: none"> Submission of teaching dossiers by candidates. | November 13 th |
| <ul style="list-style-type: none"> Review of teaching dossiers by committee members and selection of winners | November 16 th - 20 th to read dossiers, and meet |
| <ul style="list-style-type: none"> Submission of committee report to Dean | November 19 th |
| <ul style="list-style-type: none"> Presentation of Awards at a special Dean's Reception | November 23 rd |

Value of Award

Normally, two awards will be presented in each academic year to full-time faculty members, and one award to a part-time faculty member.

Each winner will receive a framed certificate of recognition, and a choice of a) cash prize of \$1,000 (subject to applicable taxes), with eligibility for a grant of \$4,000, to be used for teaching-enhancement or b) a grant of \$5,000 for teaching-enhancement activities. The award winners will be invited to submit a detailed proposal to the Selection Committee outlining the type of teaching-enhancement activities they envisage.

Expenditures related to these grants shall be governed by the guidelines used for the Faculty Research Development Program (FRDP). The award winner is expected to write a brief report (that will be publicly available) on how the grant funds were used for teaching enhancement.

Announcement/Presentation of Award

The names of the winning candidates will be announced at a closed meeting of Faculty Council. The Award winners will also be recognized at a special Dean's Reception that will be held in the fall. The Award recipients will have their profiles posted on the JMSB web site.