The Awards

The GCS Award for Teaching Excellence is given to motivate, recognize and reward excellence in teaching. Awards are given in the following categories:

(i) To a full-time faculty member (tenured, ETA or LTA) for Sustained Excellence in Teaching.
(ii) To a full-time faculty member (tenured, ETA or LTA) for Leadership and Innovation in Teaching.
(iii) To a full-time faculty member (tenure-track, ETA in the first contract, LTA) for Excellence in Teaching by a Junior Faculty Member.
(iv) To a part-time faculty member for Excellence in Teaching by a Part-Time Professor.
(v) To teaching assistants for Excellence in Teaching by a Teaching Assistant.

Eligibility

Tenured faculty members, ETAs and LTAs, who have taught at least ten course sections in the Gina Cody School of Engineering and Computer Science (GCS) in the last five years are eligible to be nominated in categories (i) Sustained Excellence and (ii) Leadership and Innovation in Teaching.

Tenure-track faculty members, ETAs in their first contract, and LTAs, who have taught at least seven course sections are eligible to be nominated in category (iii) Excellence in Teaching by a Junior Faculty Member.

Part-time faculty members who have 24 seniority credits or more are eligible to be nominated in category (iv) Excellence in Teaching by a Part-Time Professor.

Teaching assistants who have taught at least 4 tutorial sections or lab sections in different courses in the past two years are eligible to be nominated in category (v) Excellence in Teaching by a Teaching Assistant. Up to three awards will be given each year.

Winners of the GCS Teaching Excellence Award are not eligible to be nominated for five years after receiving the award.

Criteria for Faculty Members

(a) **Excellence in teaching.** Evidence could include teaching evaluations, descriptions of course development initiatives, descriptions of effective teaching strategies, development of course notes, laboratories, assignments, and projects, unsolicited and solicited letters from colleagues and students, impact on student career and life, and any other evidence relevant to teaching excellence.

(b) **Sustained commitment to the improvement in teaching.** Evidence could include documentation on course or curriculum development, activities with teaching/learning committees or programs, work on special projects related to teaching and learning; any other evidence related to teaching improvement.
(c) **Innovation in the development of teaching materials and approach.** Evidence could include innovations in classroom presentation, in teaching materials such as course notes, in laboratory experiments, homework or project assignments, in teaching methods, and any other evidence demonstrating innovative teaching methods.

(d) **Leadership in teaching.** Evidence could include the introduction of new courses, new options in a program or new programs, the promotion of teaching methods and innovations inside the GCS and to the community at large, textbooks, papers, newsletters, and other publications on University teaching, and any other evidence of educational leadership.

Criteria for Teaching Assistants

Evidence of excellence in teaching could include endorsements from students in tutorials and/or labs attesting to the excellence of the instruction provided by the teaching assistant. A support letter from the professor in charge of the course or the full-time lab instructor in charge of the lab can be included for each tutorial or lab. Other evidence might include teaching materials prepared by the tutor in support of the course, and whatever else supports the case for excellence in teaching.

Nomination Procedure

There will be a call for nominations in February of each year. Nominations are due by mid-March, with the exact date to be set annually. Three nominators are required, at least one of whom must be a student. Each nominator should provide a statement or letter explaining why the nominee merits receiving the GCS Teaching Excellence Award, based on the criteria outlined above. Nomination forms will be available in the departments and in Student Academic Services.

Dossiers

Eligible nominees will be invited to submit a dossier in early April.

Professors should explain what they have done to merit the GCS Teaching Excellence Award. An overall explanation of the candidate's contribution to teaching should be given, supported by evidence in the dossier. Teaching evaluations for all courses taught at Concordia in the last five years are required. A tabulation of teaching evaluation scores is required. Teaching evaluations should include the student's comments.

In the categories of Excellence in Teaching, and of Leadership and Innovation in Teaching, a nomination remains active for three years, and each year the nominee is invited to update his dossier if he or she wishes to remain in the competition. In the Junior Faculty category, the nomination is considered only in the year that the candidate is nominated.

Teaching Assistants should submit a dossier listing the tutorial sections or lab sections that the tutor has taught. The nominee should explain his or her approach to teaching each tutorial or lab section, and why his or her teaching merits the Teaching Excellence Award. Teaching Assistant nominations are considered only in the year that they are made.
The Selection Committee

The Dean appoints a Selection Committee with one representative from each department who will normally be a past recipient of the GCS Teaching Excellence Award or the President's Teaching Excellence Award. The committee includes a representative from the Center for Teaching and Learning. The membership on the Selection Committee is ratified by Faculty Council. The Dean or delegate chairs the Selection Committee.

A member of the Selection Committee who is nominated for the award shall be replaced by an alternate selected by the Faculty's Executive Committee.

The Selection Committee will classify tenured faculty members who are nominated into the categories of Sustained Excellence and of Leadership and Innovation.

Up to three winners will be selected for the Teaching Assistants Award.

The Selection Committee shall submit the names of the successful candidates for ratification by Faculty Council.

The Certificate and the Plaque

Each award consists of a Certificate and a Citation; each is framed. A plaque with the names of all recipients of this award will be displayed in a prominent place in the Office of the Dean, Gina Cody School of Engineering and Computer Science.

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