Outstanding Teaching Award (2020-21)  
Nomination Guidelines

The Faculty of Arts & Science Outstanding Teaching Award recognizes teaching excellence in undergraduate and graduate education with a focus on instructional practices and course design and/or curriculum development.

**Eligibility**
Candidates must hold a continuing appointment at the Associate Professor/Professor rank (tenure/teaching stream) in the Faculty of Arts & Science (St. George campus).

**Award Criteria and Supporting Evidence**
The awards are made on the basis of continuing excellence in undergraduate/graduate teaching and other contributions to undergraduate/graduate education, with a focus on the past three years. The nomination package should include relevant evidence (e.g. in the form of course materials, evidence of course or curriculum development efforts, a statement on course evaluations, etc.) to demonstrate their contributions in these areas. Candidates should demonstrate excellence in both areas noted below:

1. **Instructional Practices**
The nomination should provide evidence of the candidate’s teaching excellence in instructional practices in any teaching context (large and small classrooms, lab, online, in-the-field, etc.) which may include the ability to stimulate critical and analytical thinking in students, to create an environment conducive to learning, to provide an intellectually stimulating learning experience, and to deepen students’ understanding of the course material. Nominations should include a description of how the candidate incorporates reflective, scholarly and/or evidence-based pedagogical approaches in their teaching.

2. **Course Design and/or Curriculum Development**
The nomination should provide evidence of the candidate’s outstanding contributions in course design and/or curriculum development. This may include efforts that foster the ongoing renewal of courses and programs to address the evolving needs of students and/or those that support student learning or provide unique and challenging learning opportunities for students. It can include the development and design of new courses. It may also include the integration of research, active learning experiences, or opportunities for building connections to local, national and international communities.

**Nomination Package**
The following materials are required for each nomination:

1. **Nomination Form**
Candidates may be nominated by a Chair/Director or Principal, faculty member(s) or student(s). Nominators are asked to complete a nomination form that seeks information outlining how the candidate demonstrates excellence in instructional practices and course design/curriculum development. Students who wish to nominate an instructor should contact the Chair/Director or Associate Chair, Undergraduate/Graduate in the instructor’s home department for support in completing the nomination form.

2. **Materials from the candidate**
   
   (a) **Statement on Instructional Practices**
   A statement (1-2 pages) from the candidate should address how they approach their teaching and their interactions with students and the specific creative and innovative methods that are used (with reference to the relevant criteria listed above).

   This might include a focus on in-class activities or teaching methods, efforts to engage students, efforts to encourage and provide opportunities for interaction amongst students, etc. The statement should also refer directly to the supporting evidence within the nomination package.

   (b) **Statement on Course and/or Curriculum Development**
   A statement (1-2 pages) from the candidate should describe specific creative and innovative course design/curriculum development efforts and how and why these have or will have an impact on student learning (with reference to the relevant criteria listed above). This might include a focus on assignment design, course modules or resources, in or out of class activities (e.g. community-engaged learning), writing intensive activities, the integration of teaching and research, etc. The statement should also refer directly to the supporting evidence within the nomination package.

   (c) **Statement on Course Evaluations/Feedback from Students [optional]**
   Candidates may wish to include a contextualizing narrative (maximum 1 page) that speaks to how they have responded to and integrated feedback from students (through course evaluations or other means). Please note: the selection committee will have access to the candidate’s course evaluations for the past three years.

   (d) **Supporting Evidence** (maximum 30 pages)
   Sample course materials (e.g. syllabi, resources, assignments, handouts, slides), materials describing curricular contributions and course development efforts.

3. **Materials to be provided by the nominator/unit**
   
   (a) Letter of support from Chair/Director/Principal
   
   **Note:** This is only required if the original nomination was submitted by a faculty member or student.

   (b) Letters of support/comments from students and/or colleagues with whom the candidate has co-taught or worked on curricular initiatives (no more than four total).
(c) Commentary on the candidate’s course evaluations
The nominator/unit may wish to provide a brief (maximum 1 page) commentary on the candidate's course evaluations from the past three years. The commentary may speak to trends in the data and/or contextualize the data in relation to other courses in the unit. Individual course evaluation reports should not be submitted with the nomination package; the Dean’s Office will provide the selection committee with access to these materials.

Nominations are due on Monday, February 22\textsuperscript{nd} and can be via email to Erin Macnab at erin.macnab@utoronto.ca.

**Deadlines and Timelines:**
- Monday, February 22, 2021 – Nomination packages due
- Friday, March 19, 2021 - Recipients of the 2020-21 Outstanding Teaching Award, and their nominators, notified

Up to five awards will be presented each year. A nominator may submit more than one nomination. The awards will be presented at a reception and award recipients will receive $2,500 and a commemorative certificate. Individuals may be nominated for an award any number of times, but may receive an award only once in five years.

Please direct any questions to erin.macnab@utoronto.ca.