Sessional Lecturer & Graduate Student Course Instructor
Superior Teaching Award (2021-2022)
Nomination Guidelines

The Faculty of Arts & Science Superior Teaching Awards recognize teaching excellence in undergraduate education, in classroom instruction, innovative teaching methods and student engagement by Sessional Lecturers and Graduate Student Course Instructors.

**Eligibility**
All candidates must have taught at least one course in the Faculty of Arts & Science (or one administered by an Arts & Science unit) in Fall 2020, Winter 2021, Summer 2021 or Fall 2021 term.

- **Sessional Lecturer** candidates must have been employed to teach at least one course on contracts of less than one year. Candidates should hold a CUPE 3902, Unit III appointment.
- **Graduate Student** candidates must have been employed to teach at least one course as a Sole Responsibility Course Instructor. Candidates should be current graduate students appointed in CUPE 3902, Unit I.

**Award Criteria**
The awards recognize excellence in undergraduate education in classroom instruction, innovative teaching methods and student engagement, as evidenced by:

- the ability to develop understanding of the subject matter (which may include contributions in course design and student assessment), and the
- the ability to create an engaging and rewarding learning experience for students.

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

**1. Nomination Form**
Candidates may be nominated by students (as individuals, or as groups such as classes or course unions), staff, faculty members, or Chairs/Directors/Principals. Nominators are asked to complete a nomination form that seeks information outlining how the candidate demonstrates excellence in classroom instruction, through the use of innovative teaching methods and in facilitating student engagement. Students who wish to nominate an instructor should contact the Chair/Director or Associate Chair, Undergraduate in the instructor’s home department for support in completing the nomination form.
2. **Endorsement from the Chair/Director/Principal** (if necessary)
   If the nomination is not submitted by the Chair/Director/Principal an endorsement (1-2 pages) should be provided at this stage.

3. **Course evaluation summary reports** for the course(s) for which they are being nominated.

4. **Letters of Support** from students or co-instructors. Please limit the letters to no more than 3 or 4 in each category. Each letter should be no more than 1-2 pages.

5. **Additional materials**
   The candidate may submit additional materials to support the nomination. These may include instructional materials, course syllabi, a statement of teaching philosophy, CV, etc. **These materials must not exceed 30 pages in total.**

Nominations are due on Monday, February 28th, and can be via email to Erin Macnab at erin.macnab@utoronto.ca.

**Deadlines and Timelines:**
- Monday, February 28, 2022 – Nomination packages due
- Friday, April 1, 2022 - Recipients of the 2021-22 Superior Teaching Award, and their nominators, notified

Up to two awards in each category (Sessional Lecturer and Graduate Student Course Instructor) will be presented for 2021-2022. A nominator may submit more than one nomination. The awards will be presented at a reception and award-winning instructors will receive $1,500 and a commemorative certificate. Individuals may be nominated for an award any number of times, but may receive an award only once.

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