Dean's Award for Excellence in Teaching
Terms of Reference

Online Nomination Package Submission

2017-2018 Deadline: May 1st, 2018

These awards have been created in order to celebrate and honour excellence in teaching in the Faculty of Liberal Arts & Professional Studies. Exceptional teachers are nominated by their teaching community (i.e. colleagues and students), rather than self-nominated. In so doing, this award recognizes quality teaching as one of the Faculty's reputational strengths, with the following specific objectives in view:

- To promote the adoption of excellent teaching practices that foster deep, engaged learning;
- To recognize and promote commitment to teaching in innovative and transformative ways to foster student success;
- To recognize and promote faculty members' commitment to York's instructional priorities in the areas of first year experience, Experiential Education and e-learning;
- To recognize and promote faculty members' commitment to Teaching, Learning and Student Success.

Eligibility:

One award will be offered in the following categories each year. All teaching faculty within the following categories are eligible:

- Faculty (tenured or probationary tenure-stream faculty) with four years of teaching experience in LA&PS
- Contract faculty, adjunct faculty, or CLAs who have taught a minimum of 30 credits in LA&PS
- Teaching Assistants who have been a TA in courses equal to or exceeding 9.0 credits in LA&PS.

Award winners become eligible again after six years. Members of the Committee on Teaching, Learning and Student Success and members of the Dean's Award for Teaching Excellence Adjudication Sub-Committee are not eligible to apply for this award during their year(s) of service. The Committee on Teaching, Learning and Student Success looks forward to receiving nominations from all units.

Approved at Council: January 11, 2018

Application Process:

Nomination packages of 15 pages or fewer, with the following components welcomed:

Please note that application packages greater than 15 pages will not be considered.

1) Nomination letter from the Department or a nominating colleague (maximum 1000 words)
2) Statement of Teaching and Learning (Philosophy and Practice) maximum 2000 words
3) Letters of support from students and colleagues (maximum 5 letters and 1000 words per letter; at least two from students and one from a supporting colleague).
4) Summary of course evaluations

Below are some suggestions on what might be considered within these four categories:

1) Nomination letter:

Each year, Departments are encouraged to nominate candidates in each of the above categories as follows (not to exceed a total of four nominations across all categories per department):

- Large departments: up to three nominations per category
- Medium departments: up to two nominations per category
- Small departments: up to one nomination per category.

The Department or a nominating colleague may submit a nomination letter, outlining the nominee's particular distinctions in teaching within the unit.

2) Statement of Teaching and Learning (Philosophy and Practice) (maximum 2000 words)

- To include a statement of teaching philosophy
- To provide succinct examples of the methods used to achieve teaching goals relevant to the award (examples may include retention rates, course outlines, syllabi, assignments, tests, learning outcomes, etc.).

3) Letters of support from students and colleagues (maximum 5 letters and 1000 words per letter; at least two from students and one from a supporting colleague):

a) Guidelines for students include:

- *In what capacity do you know this instructor (course, tutorial etc.)?*
- *Describe a significant learning experience you had with this instructor?*
- *What significance or impact has this learning had on you?*
- *How has this instructor guided, mentored or supported your learning?*

- *Are there any additional comments you would like to make about this instructor?*

  b) Discipline Expert's Letter:

  A discipline expert (from York or from outside York) would focus on teaching and learning issues, which can only be addressed from the perspective of the discipline. Ideally, this person would be familiar with the course outlines, required readings and assignments in courses taught by the nominee and could comment on how well the nominee addresses unique challenges of the course.

  c) Teaching Colleague:

  A teaching colleague could focus on pedagogical practices of the nominee, their strengths as an educator, the clarity of learning objectives, pedagogical tools used, and the effectiveness and creativity of teaching methods and assessments.

  d) Undergraduate Director, or Program Coordinator, or Chair

  This referee could provide context for the nominee's teaching with the overall program curriculum.

  e) Other Letters:

  Other letters may be from teaching assistants or other colleagues who have worked with or are familiar with the nominee's work.

4) Summary of Course Evaluations

It is recommended that course evaluation results be presented in a consistent fashion, using the summary form provided by the Committee on Teaching, Learning and Student Success, with an explanation for any missing course data.

Tenured or probationary tenure-stream faculty: would include summary data from the most recent four years of teaching, indicating the standard teaching load in the unit.

Contract faculty: would include summary data for the most recent courses totaling 30 credits taught in LA&PS.

Teaching Assistants: would include summary data, if available, for courses equaling a minimum of 9 credits taught in LA&PS.

Criteria:

Below are the key principles on which we assess the strengths of nominations. It is not an exhaustive list and nominees may wish to include additional relevant elements in their file.

The Adjudication Sub- Committee will also weigh these criteria differently, as appropriate, to the different categories: tenured or tenure-stream faculty, contract and teaching assistant categories.

i.   Evidence of deep and sustained student learning;
ii.   Evidence of support for student growth and development;
iii.   Clear learning objectives and priorities, appropriately aligned with teaching methods, assessments and assignments;
iv.   Engagement with and contributions to scholarship and/or a community of practice in the field of teaching and learning;
v.   Evidence of contributions to curricular development and/or leadership in teaching.

Adjudication Process:

The Adjudication Sub-Committee is appointed by the Committee on Teaching, Learning and Student Success, and consists of faculty members who have distinguished themselves in teaching, to include:

- One YUFA colleague from the humanities
- One YUFA colleague from the social sciences
- One YUFA colleague from professional studies
- One contract faculty member
- One undergraduate student representative recommended by the LA&PS Student Council.
- One Teaching Assistant
- One *ex-officio* representative from the Committee on Teaching, Learning and Student Success who will chair the Sub-Committee and report on the process of deliberation.

The Sub-Committee will review the nominations and recommend candidates to the Dean. The Sub-Committee may declare a failed process if its members judge that the nomination files in a category do not satisfy the criteria for the award. The Sub-Committee also reserves the right, in exceptional circumstances, to carry the nominations forward to a subsequent year. The Sub-Committee may also notify the unit Chair of nominations it judges to be ideal candidates for the University-wide teaching award and for other external awards to encourage wider recognition of the teaching excellence.

Timelines

First week of May – deadline for submission of nominations
May/June – adjudication Sub-committee to make its recommendation to the Dean
September/October – recognition and awards announced

Approved at Council: January 11, 2018

Recognition and Award

It is recommended that:

- Awards be presented at Faculty Council with a reception to recognize teaching award winners
- Award winner(s) receive funding to attend the STLHE conference, or an alternate teaching conference or to complete a teaching project
- The names of winners be published on the LA&PS Teaching and Learning website and on University webpages (e.g. Y-File, Teaching Commons).

Approved at Council: January 11, 2018

Dean's Awards for Excellence in Teaching
(Faculty-Wide)

Appendix A

Course Evaluation Chart

Year	Course Number	Course Title	Enrollment	Response Rate	Overall Course Rating	Overall Instructor Rating	Department Mean