



FACULTY OF EDUCATION DEAN'S AWARDS COMMITTEE

TERMS OF REFERENCE

(Updated August 23,
2020)

1.0 PURPOSE AND GOALS

- 1.1** To recognize and honour excellence in faculty teaching, research and service;
- 1.2** To recognize and honour excellence in staff service;
- 1.3** To set nomination procedures, guidelines and criteria for these awards;
- 1.4** To receive and adjudicate the nominations; and
- 1.5** To provide the Dean with recommended candidates for such awards.

2.0 REPORTING STRUCTURE

The Awards Committee (the "Committee") will report to the Dean, Faculty of Education. Subcommittees and working groups report to the Committee.

3.0 CHAIRPERSON AND MEMBERSHIP

The Chair of the Committee will be the Associate Dean (Undergraduate Programs) or the Associate Dean (Graduate Programs).

The membership of the Committee will consist of:

- An Associate Dean (Chair) or delegate;
- Two faculty members at large;
- One staff member at large;
- One graduate student; and
- Recording secretary (non-voting). Communications officer

Provided there is representation from both faculty and staff, a simple majority of the voting members of the Committee will constitute a quorum. Once applications are

reviewed individually, prioritized and discussed as a group, recommendations for awards will be decided by a simple majority vote. *The chairperson will abstain from voting, except in the event of a tie.* Committee members, individually and collectively, will deal with matters before the Committee in such a way that the interests of the Faculty of Education take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict. Any committee member who is nominated for an award and wishes the nomination be considered will resign from the Committee for that particular nominations cycle. Those who resign must be replaced.

4.0 TERM OF OFFICE

The Chairperson will be rotated between the Associate Deans of Undergraduate and Graduate Programs or delegate. The term of office for faculty members will be three years on a rotational basis (one new member each year, with one member leaving the committee each year). The term of office for the graduate student will be one year. The term of office for the staff ex-officio member will be for the period the individual holds their position. The term of office for the staff representative shall be two years.

5.0 NUMBER OF MEETINGS

The Committee will meet as necessary, in accordance with the call of the Chairperson. The agenda will be prepared and distributed to the members of the Committee prior to the meeting.

6.0 AWARDS AND ELIGIBILITY

There are two categories of awards - faculty awards and staff awards:

- a. Faculty Awards: Award nominees may be tenured or tenure-track faculty or hold term or teaching term faculty positions with cumulative service of at least one year.
- b. Staff Awards: Award nominees must be permanent or contractual non-faculty employees with cumulative service of at least one year.

In any academic year (September to August) there will be up to six awards. More than one award in a category can be issued in the event that there is a qualified, established career candidate as well as an early career candidate.

Individuals can receive a specific award only once. However, individuals may receive an award in more than one award category. Applicants must reapply to be considered for an award (i.e. unsuccessful applicants must reapply to be considered in a subsequent year's awards competition). Applicants can apply to more than one category and can receive

awards in more than one category during a given year.

Award categories are as follows:

- Dean's Award for Excellence in Teaching;
- Dean's Award for Excellence in Research;
- Dean's Award for Excellence in Engagement and Service;
- Dean's Award for Excellence (non-tenure track faculty);
- Dean's Staff Award for Service Excellence (up to two awards).

7.0 NOMINATIONS AND APPLICATION GUIDELINES

The communications officer or delegate will issue a Call for Nominations with accompanying awards criteria during the fall semester of each year. Completed nomination packages will be submitted to the Committee at a date specified in the Call for Nominations, but no later than **November 15**. The deadline for submissions will be specified in the Call for Nominations. **No late applications will be accepted.** Any member of the faculty community, including staff, faculty and students, may submit a nomination. The award will normally be given for a continuing pattern of excellence over time; however, candidates who have shown excellence in one particular activity or area will also be considered. All nomination packages will be held in the Associate Dean's office.

Some suggested forms of advertising the call for nominations: facebook, twitter, listserv, monitor, place info on website (link).

After all nominations have been received, and prior to the Committee's deliberation meeting, each Committee member will be asked to declare any conflicts of interest. In a case where a conflict of interest has been declared, that Committee member will remove her/himself from the meeting. The Committee member will then be replaced.

From time to time, on an *ad hoc* basis, the Committee may strike subcommittees (e.g., in cases where there are many nominations) to assist in its work.

As part of the nomination package all nominees and their nominators will complete a form indicating they have reviewed and are satisfied with the nomination package. The nominee will also indicate on the form whether they wish to be considered for the award the following year should their nomination be unsuccessful. Unsuccessful candidates will have the opportunity to revise their nomination package and resubmit it by the next awards submission deadline. The letter from the Dean to any unsuccessful candidates will briefly advise how their nomination package might be stronger.

Individuals who receive an award may not receive another award in any category for two years (e.g., 2015-2016 award recipient would not be eligible to apply for 2016-2017 and 2017-2018 awards).

The award recipient will receive a framed certificate in December and their names will be added to a plaque displayed in the G.A. Hickman Building.

8.0 AWARD CRITERIA

8.1 Dean's Award For Excellence in Teaching

Nominees should provide evidence of excellence in the category of teaching effectiveness, as well as in at least one other of the remaining four categories:

- Teaching Effectiveness including:
 - a positive and lasting influence on student learning;
 - intellectual vigor of courses developed and/or taught;
 - creativity and effectiveness of teaching strategies;
 - high quality student feedback;
 - concern for and sensitivity to the needs of students; and
 - mentoring and supervising of individual students.
- Positive Approach to Teaching and Learning including:
 - enthusiasm for the discipline and for teaching;
 - ability to motivate students to learn;
 - organization and communication skills;
 - student-centered approaches;
 - student engagement;
 - availability and approachability; and
 - positive and helpful disposition.
- Educational Leadership and Engagement in Professional Development including:
 - development of a program(s) or set of strategies to improve teaching;
 - contribution to faculty, university, school district or department of education committees on teaching and learning;
 - invited presentations on teaching;
 - contributions to faculty development; and
 - mentorship of other faculty.
- Curriculum Development including:

- development of educational materials such as textbooks, guides or online resources; and
- critical evaluation of courses, curricula, and educational methods.
- Educational Scholarship and Integration of Research including:
 - reliance on evidence-based teaching;
 - research on one's teaching; and
 - publication(s) related to one's teaching.

8.2 Dean's Award for Excellence in Research

Nominees should demonstrate evidence of excellence in two or more of the following four areas:

- Significant contribution to research or other creative accomplishments;
- Impact of research on education and related fields as evaluated by peers;
- Publication/mobilization of research knowledge including:
 - publication of articles in peer-reviewed journals;
 - publication of books or book chapters by recognized publishers;
 - publication of reports or monographs excluding commissioned research;
 - publication in trade journals or other similar publications (e.g., NLTA Bulletin);
 - presentations of research at conferences or other research forums;
- Other provincial, national or international contributions to the advancement of research.

8.3 Dean's Award for Excellence in Engagement and Service

The nominee should demonstrate evidence of two or more of the following:

- Commitment to quality and/or innovation within the faculty and university community;
- Contributions to the achievement of university, faculty and/or program goals;
- Contributions to raising the profile of the faculty and/or its program(s) locally, nationally, or internationally;
- Significant community outreach work consistent with the mission and goals of the Faculty, including:
 - working with or providing support/expertise to external organizations and agencies;
 - long-term, in-depth engagement with external educational organizations such as schools, school districts, the Department of Education and/or other educational agencies;
 - communication with media and public on educational matters; and

- other non-specified educational work in the community.

8.4 Dean's Award for Excellence (non tenure-track faculty)

The nominee should demonstrate evidence in two or more of the following:

- Excellence in Teaching (refer to the criteria above);
- Excellence in Research (refer to the criteria above);
- Excellence in Academic Service (refer to the criteria above).

8.5 Dean's Staff Award for Service Excellence (up to two awards)

The nomination should include evidence of two or more of the following:

- Exemplary performance of duties with integrity and dedication including:
 - creation of a positive and motivating environment;
 - contribution to the development of institutional practices;
 - resourcefulness and commitment to high standards; and
 - responsiveness to students, faculty and/or staff.
- Development or enhancement of a process or system that significantly improved service including:
 - increasing efficiency;
 - contribution to the workplace and student success;
 - fostering collaboration and cohesion;
 - improving the workplace/student spaces; and
 - enhancing service to students or faculty.
- Growth in areas of responsibility.
- Professional development and growth.

9.0 SUBMISSION OF NOMINATIONS

Nominations for all awards should provide evidence that the nominee has met the award criteria. The nomination should clearly identify which criteria are met by the nominee and how these are met. Nominations for all awards should include a summary cover letter (approximately one-two pages) outlining how the criteria have been met.

9.1 Suggested Contents of the Nomination Package for the Dean's Award for Excellence in Teaching

Supporting evidence of excellence in teaching may include (but is not limited to) the following:

- Nominee’s curriculum vitae;
- Information concerning mentorship and graduate supervision, where applicable;
- Information relating to relevant committee work (e.g., curriculum and/or program review committees, etc.);
- Copies of course outlines, manuals, handbooks, learning supports, website URLs, etc.;
- Student evaluations or other documentation of support from students and/or colleagues;
- Peer review(s) of classroom teaching;
- Evidence of course development and teaching innovations;
- Documentation of scholarship on teaching;
- Demonstration of commitment to diversity and inclusivity.

9.2 Suggested Contents of the Nomination Package for the Dean’s Award for Excellence in Research

Supporting evidence of excellence in research may include (but is not limited to) the following:

- Nominee’s curriculum vitae;
- Articles, chapters and books published or edited (both single-authored and co-authored contributions). For in-press contributions, status of the publication must be documented (i.e., submitted, accepted, etc.);
- A specific research contribution that has made a strong impact on the field or that has made a beneficial impact in the community;
- Information concerning grants received;
- Information concerning scholarly editorial and referee duties;
- Recognition of research from external agencies;
- Information concerning the relevance, quality and impact of the nominee’s research (e.g., impact on policy, educational practice or theory, or other measure of research impact);
- Degree of involvement and participation of community members/educators in the research process;
- Communication of the research results (e.g., reports, workshops, conferences, scholarly papers);
- Research publications that directly benefit educational organizations and

agencies or the broader community (e.g., guide books, manuals, and other educational material including video and web documentation).

9.3 Suggested Contents for the Nomination Package for the Dean’s Award for Excellence in Engagement and Service

Supporting evidence of excellence in academic service may include (but is not limited to) the following:

- Nominee’s curriculum vitae;
- Strong record of collaboration within the university community and/or the educational community at large;
- Evidence that the nominee has been an agent of positive change in the university and/or broader community;
- Documentation of actions that promote the work of Faculty of Education and respected in the community, locally, nationally or internationally;
- Evidence of educational-related outreach to organizations and community groups.

9.4 Suggested Contents of the Nomination Package for the Dean’s Award for Excellence (Non Tenure Track Faculty)

Supporting evidence of excellence may include (but is not limited to) information and documentation from 9.1, 9.2 and/or 9.3.

9.5 : Suggested Contents of the Nomination Package for the Dean’s Staff Award for Service Excellence

Supporting evidence of service excellence may include (but is not limited to) the following:

- Letters of support from staff, graduate and/or undergraduate students, or faculty;
- Evidence of:
 - resourcefulness and commitment to high standards;
 - responsiveness to students, faculty and/or staff;
 - actions that help, students, faculty, and colleagues in their work;
 - efforts to make the Faculty of Education a welcoming community for students, faculty and employees;
 - dedication and high level of integrity;
 - inspiration to students, faculty and staff;
 - statement of approach to service;
 - evidence of collegiality and collaboration;

- professional development and growth;
- community service (on and/or off campus).

10 FORMAT OF CONTENTS OF AWARD PORTFOLIO

Candidates can self-nominate or be nominated by a current or former colleague. A signed application form is required and must be signed by the award applicant and by a supporter. The applicant's signature ensures that the applicant has read and verified the contents of the dossier and also includes instructions regarding the format of submissions (see the Appendix).

Appendix

Application Form Faculty of Education Dean's Awards

Please indicate which award you are applying for:

- Dean's Award for Excellence in Teaching
- Dean's Award for Excellence in Research
- Dean's Award for Excellence in Engagement and Service
- Dean's Award for Excellence (non-tenure track faculty)
- Dean's Staff Award for Service Excellence

Award checklist (make sure your dossier meets the following requirements):

- A cover letter composed by the nominator no more than two pages in length that describes how the candidate meets the criteria for the award
- Application Statement, generated by the candidate (maximum of 10 pages), outlining how the supporting evidence addresses the criteria for the award
- A dossier of supporting evidence (maximum of 10 pages)
- The applicant's curriculum vitae (no page limit)
- All applications should be consistent with the following formatting guidelines:
 - 12-point font
 - Single spaced
 - One inch margins
 - Letter size page
 - All applications should include a title page and a table of contents (not included in the applicable page limit)
 - Please note that urls or QR codes should not be contained in the application documents or supporting evidence
- The Application Document and supporting evidence demonstrates achievement in the evaluative criteria for the relevant award.

Award Applicant

Please note that your signature signifies that you have reviewed the content of your dossier and confirm its authenticity.

Supporter (current or past Faculty, instructor, of staff member in the Faculty of Education)
