



Dean of Science Distinguished Teacher Award 2024

Nomination Deadlines

- February 16, 2024** The completed **nomination form and three letters of support** must be submitted to the Dean of Science Office by the nomination coordinator.
- March 15, 2024** The **5-page application document with a curriculum vitae, course syllabus, and up to 5 pages of appending documents** must be submitted electronically to the Dean of Science Office by the nominee.

Nominations for this award can be made by students, alumni, faculty members or staff members. Self-nominations will not be considered.

One person must act as the **Nomination Coordinator**. The coordinator must ensure that the nomination is complete and must serve as the liaison between the nominee, the nomination supporters, and the Dean of Science Office.

Eligibility

Any current Academic Staff Member within the Faculty of Science of Memorial University may be nominated for the Dean of Science Distinguished Teacher Award, provided they have served for a minimum of five years and are not a former recipient of the award.

Questions of interpretation or application of award eligibility criteria and procedures shall be referred to the Dean of Science, whose decision will be final.

The Award

Recipients of the Dean of Science Distinguished Teacher Award will be honoured with the following:

1. \$1,000 to be used by the recipient in support of teaching activities (funds must be spent by March 31, 2026)
2. Recognition and citation from the Dean of Science

Criteria

The Dean of Science Distinguished Teacher Award is given in recognition of an individual faculty member's extended record of excellence in teaching. It is presented by the Dean of Science each year to a faculty member whose sustained commitment and creative approach to teaching has contributed to the improvement of the overall quality of teaching within the Faculty of Science. The nominee must provide evidence of outstanding achievement in teaching effectiveness through:

- **Curriculum Development:** Engages learners at appropriate levels of complexity. Aligns learning outcomes with instruction and assessment.
- **Instructional Approaches:** Approaches that provide authentic, engaging learning experiences using modern teaching practices, including by supporting equity, diversity and accessibility in the classroom. Examples of adjustments made to teaching and learning methods based on reflection and student feedback is an asset.
- **Integration of Research:** Evidence-based teaching that integrates seminal and current research findings. Integration of personal research into course content is an asset.
- **Professional Development:** Participation in formal and/or informal professional development. Contribution to a positive teaching and learning environment, educational leadership and/or educational scholarship is desirable.

Nomination Process

The following procedure should be followed by the nomination coordinator:

1. Complete the Nomination Form (attached to Call for nominations email).
2. Obtain the nominee's acceptance of the nomination and have him/her sign the nomination form. Inform the nominee that acceptance of the nomination will require the self-submission of a current curriculum vitae and an application document.
3. Obtain the signatures of **eight** people who support the nomination.
 - At least **four** supporters must be former students of the nominee.
 - At least **one** supporter must be a faculty member of Memorial University. Included in this group are those with a term/contractual appointment, retired faculty members, and professors emeritus.
 - The nomination coordinator may be one of the supporting signatories and may provide a letter of support.

4. **Three supporters listed on the nomination form** must write letters of support.
 - **One** letter must be written by a current faculty member.
 - **Two** letters must be written by former students of the nominee.
 - Any letter may be signed by more than one person.
 - All letters of support should be less than three years old (at the time of submission), should address award criteria, and should be professional in content, structure and format.
 - All letters of support should be **signed and dated**.
 - Letters should specifically address the award criteria and serve as an authentic, personal account of the influence the candidate has had on learning and/or professional growth.
 - If a nomination supporter is not available to sign the nomination form or letter, the nomination coordinator may include a copy of email correspondence along with an affidavit signed by the coordinator verifying submission of complete and unedited letters.
 - Letters are to be submitted with the nomination form as a single nomination package.

Nomination Documents

Nominees must submit **electronic pdf files** of the following documents to the Dean of Science Office, melanief@mun.ca, with the subject line “Distinguished Teacher Award”, on or before the submission deadline.

1. Main Application Document (**maximum 5 pages**)
 - i. Evidence of outstanding achievement in teaching effectiveness with respect to the four main criteria: Curriculum Development, Instructional Approaches, Integration of Research, and Professional Development.
2. Appendix A (no page limit)
 - i. Curriculum vitae
3. Appendix B (no page limit)
 - i. A course syllabus from a previously taught course
4. Optional additional Appendices (**maximum 5 pages**)
 - i. Additional material to support information in the main application document

In preparing the application document, nominees are asked to adhere to the following format:

- 12-point font
- single line spacing
- one-inch page margins
- table of contents
- page numbers on all content pages
- up to five minutes of audio or video may be submitted in lieu of one page of content
- internet website addresses (URLs, QR codes) are not permitted

Note that the table of contents, and any separator pages or fly sheets, will not be included in the overall page limit.

Adjudication of the Award:

The Selection Committee shall be the Faculty of Science Awards Committee. The committee will evaluate candidates using the method outlined below. The committee can recommend that no award be made in a given year if, in its majority opinion, none of the files examined present a sufficiently compelling case. In this event, nomination packages can be revised and reconsidered in the next competition. The committee can also recommend that the award be given to multiple nominees.

Evaluation:

The Canadian Tri-Council scores of “Exceptional, Outstanding, Very Strong, Strong, Moderate, Insufficient” will be used to assess how the nominee meets the required criteria. Listed below are examples of the type of evidence that would be considered an indicator of the various scores, under each of the main criteria. Note that this list is not meant to be exhaustive. Points will be awarded as Exceptional (5), Outstanding (4), Very Strong (3), Strong (2), Moderate (1), Insufficient (0). To be awarded, candidates normally must receive a sum of at least 16.

Curriculum Development:

Exceptional: Developed new curriculum tools used at a national or international level.

Outstanding: Developed new curriculum for multiple courses at different levels (e.g. first year and fourth year) and/or across the entire departmental curriculum.

Very Strong: Developed new curriculum for a single course.

Strong: Incorporating tools from other faculty into coursework.

Moderate: Teaching existing courses, incorporating standard updates as material evolves.

Insufficient: Not addressed

Instructional Approaches:

Exceptional: Developed new teaching practices and applied them to their courses, assessing their effectiveness quantitatively

Outstanding: Adapted cutting-edge teaching practices to their field/courses, assessing their effectiveness quantitatively and/or developed and applied new teaching practices

Very Strong: Adapted and incorporated new methods into main-stream courses

Strong: Used existing techniques with skill and adaptation

Moderate: Used existing techniques

Insufficient: Not addressed

Integration of Research: (Note this can be either science or pedagogical research)

Exceptional: Published research with student co-authors based on work done with students in courses.

Outstanding: Incorporated research projects into coursework, with opportunities for students to present their work outside the course.

Very Strong: Invited in a diverse group of guest-speakers to present research results relevant to coursework.

Strong: Presented one's own research in the course, directly or through grad-student speakers.

Moderate: Incorporated reading assignments from the primary literature (e.g. journal articles).

Insufficient: Not addressed

Professional Development:

Exceptional: Leadership at the national or international level

Outstanding: Consistent participation at the national or international level, and/or leadership at the university level

Very Strong: Consistent participation at the university level and/or leadership at the school, faculty or department level

Strong: Consistent participation at the faculty, school or department level

Moderate: Occasional or rare participation at any level

Insufficient: Not addressed