



Teaching Support Award

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Teaching & Learning Committee;

Approval Authority: Senate;

Established on: November 4, 2019;

Amendments: None.

Lakehead University's Teaching Support Award recognizes the support provided for teaching by employees of the university. One award will be given annually.

Recipients of the Teaching Support Award will be publicly recognized at Senate, and will receive a monetary award of \$250.00.

Eligibility

- a) Employees who provide support for teaching at Lakehead are eligible to be nominated.
- b) Members currently on the Senate Teaching and Learning Awards Sub-Committee are ineligible.
- c) Graduate Assistants are ineligible to be nominated for this award for their work as Graduate Assistants, but may be eligible for contributions in another capacity.
- d) An individual may only receive this award once every five years.

Nominations

Nominations for the award can be made by Deans, Chairs/Directors of academic units, Directors of administrative units, instructors, and students. Self-nominations will not be accepted.

Nominations are due no later than November 15. Nominators must submit the nomination form and additional evidence of the nominee's support to teaching (maximum five pages).

Eligible nominees will be notified by the Office of the Provost and Vice-President (Academic), and will be asked to indicate their acceptance of the nomination no later than December 15.

Selection Committee

The Awards Sub-committee makes the initial recommendation to the full Senate Teaching and Learning Committee which then makes a recommendation to the Provost and Vice-President (Academic).

Criteria for Selection

Nominees for this award are expected to demonstrate exceptional performance in providing support for teaching, making significant and meaningful contributions to student learning and engagement.

Examples of the types of contributions being recognized by this award may include:

- Laboratory support;
- Technological support (in class or online);
- Instructional and course development support;
- Fieldwork support;
- Resource support (e.g. library research, writing, learning skills).

Nominators should:

- Clearly describe the support being provided by the nominee;
- Articulate how the nominee's contributions support teaching and learning;
- Assess the impact of the nominee's support on student learning and engagement

Supporting evidence (up to five pages) could consist of up to two letters of support addressing the nomination criteria and/or other relevant material.

Nominators should focus on the nominee's contributions over the previous five years. In cases in which nominees have previously won the award, only contributions since the last award will be considered.

[NOMINATIONS ARE SUBMITTED THROUGH AN ONLINE PORTAL MANAGED BY THE TEACHING COMMONS](#)

Please address all correspondence to:

Chair, Senate Teaching & Learning Awards Sub-Committee
c/o The Teaching Commons
teachingcommons@lakeheadu.ca

Review Period: 7 years;

Date for Next Review: 2026-2027;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca