

MEMORANDUM

Date: 2012-04-02

To: Karen Roche, University Secretary

From: Craig MacKinnon, Chair of Senate Teaching and Learning Committee

Subject: Submission guidelines for Distinguished Instructor Award dossiers

Dear Senators,

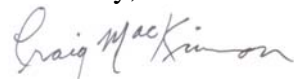
The Senate Committee on Teaching and Learning (STLC) has, over the last 2 years, been attempting to regularize submission dossiers for the awards it evaluates (the Contribution to Teaching Award and the Distinguished Instructor Award). At the last meeting of the STLC (15 March 2012), the submission process for the Distinguished Instructor Award was discussed and the following plan was approved:

“Since the terms of the Distinguished Instructor Award (DIA) are ‘...based on the criteria for the 3M National Teaching Fellowship,’ and because Lakehead University has not regularly submitted nominations to the 3M award competition, it was decided that the submissions for this year’s DIA should adhere to the 3M submission template, in order to ease submission of the winner to the National 3M competition. It is envisioned that each year’s winner of the DIA would normally be nominated for the next year’s 3M competition.”

NOTE: This is a change in the *format* of the nominee’s dossier submission, not a change in the way in which the award is evaluated, the materials requested for the dossier, or the nomination process.

Full details (see attachment) will be transmitted to each nominee once the nomination period has closed. The 3M National Teaching Fellowship submission template can be found at <http://www.stlhe.ca/awards/3m-national-teaching-fellowships/nominate/>. The Senate-approved nomination process and evaluation criteria are found at <http://idc.lakeheadu.ca/distinguished-instructor-award/>.

Sincerely,



Craig MacKinnon, Chair
on behalf of the Senate Teaching and Learning Committee

Attachment: Submission template for 2012 DIA

Distinguished Instructor Teaching Award

2012 Submission Requirements

Instructions to Nominees

- Submissions must not exceed 45 pages, including appendices and graphics. A nomination submitted in excess of 45 pages will not be considered.
- Use 1" margins and 12pt Times New Roman font.
- Nomination packages must use the numbering system and headings provided in the order given in the template below.
- If you have any questions, please contact the Director of the Instructional Development centre, Rhonda Koster. rkoster@lakeheadu.ca or 343-8440

Submission Template^a

1.0 Table of Contents

2.0 Nomination Brief

2.1 Candidate's Contact Information

First Name, Last Name
Department, School, Faculty
University, Business Address
Business Telephone
Email

2.2 Candidate's Education—Degrees and other relevant learning experience

2.3 Employment History—Administrative and/or teaching-related appointments

3.0 Letter of Support

3.1 A comprehensive letter from the nominator that addresses the nominee's special qualifications for the Award as these relate to educational leadership and teaching excellence

4.0 A Statement of Teaching Philosophy, written by the nominee.

5.0 A Description of Effective Teaching Strategies, written by the nominee.

6.0 Teaching Excellence

6.1 A brief statement of how the nominee's university recognizes teaching excellence.

6.2 Evidence of nominee's demonstration of teaching excellence.

6.2.1 A list of all courses taught for the past five years.

6.2.2 A list of teaching awards received.

6.2.3 Normative data from student evaluations of teaching over several years, including a typed list of all student comments from at least two or three classes.

6.2.4 A list of special course development efforts.

6.2.5 Letters from colleagues and students.

6.2.6 An example of course materials.

6.2.7 Other evidence of teaching excellence.

7.0 Educational Leadership Statement

The Educational Leadership Statement is a personal statement of the nominee's approach to educational leadership, written by the nominee. In the statement, the nominee explains the meaning that educational leadership has in his or her personal context (discipline, institution, or broader community). The Educational Leadership Statement provides the nominee with an opportunity to articulate a rationale for why he or she goes beyond personal teaching practice to influence the enhancement of teaching and learning among their colleagues, institutions and broader communities.

^a Developed based on the 3M Teaching Award Template, 2011.

8.0 Evidence for Educational Leadership

The nominee should describe their actual contributions to educational leadership. Appropriate examples may include, but are not limited to, the following: regular workshops on teaching and learning; assistance with the creation of teaching dossiers; services to an educational development centre; support of a teaching and learning committee; grants for teaching and learning projects; or research or publications on teaching and learning.

9.0 Appendices