

Lakehead UNIVERSITY

MEMORANDUM

TO: Karen Roche, Secretary of Senate
FROM: Batia Stolar, Chair
Senate Teaching and Learning Committee
RE: Report of the Senate Teaching and Learning Committee (STLC)
DATE: January 15, 2009

REVISION: PROCESS FOR SELECTION for the DISTINGUISHED INSTRUCTOR AWARD and the CONTRIBUTION TO TEACHING AWARD

The Senate Teaching and Learning Committee met on January 9th, 2009 and reviewed the Process for Selection of the Distinguished Instructor Award and the Process for Selection of the Contribution to Teaching Award.

The Committee discussed the need to reflect the changes in the Committee's Composition, noted the change in the administrative staff helping with the process, and sought to clarify the language regarding the materials nominees of the Contribution to Teaching Award need to include in their teaching dossiers, as well as the language regarding the public recognition that recipients of the Distinguished Instructor Award and the Contribution to Teaching Award receive.

MOVE that Senate approve the amendments to the Process for Selection for the Distinguished Instructor Award as recommended by the Senate Teaching and Learning Committee, which are as follows:

PROCESS FOR SELECTION DISTINGUISHED INSTRUCTOR AWARD

Amended ~~January 25, 2008~~ **January 23, 2009**

The Distinguished Instructor Award is Lakehead University's most prestigious teaching award. It recognizes a significant contribution to teaching excellence and educational innovation and leadership at Lakehead University over a number of years. One award per year may be bestowed.

The recipient of the Distinguished Instructor Award will be honoured during a public lecture scheduled in the following academic year. The recipient will be publicly recognized at Senate and Convocation, and will receive a monetary award of \$2,000.00.

ELIGIBILITY

All faculty members (full-time and contract) are eligible to be nominated except for members currently on the ~~Senate Committee on Teaching and Learning~~ **Committee**. Previous recipients of the award are not eligible.

NOMINATIONS

Nominations of faculty for the award can be made by Faculty members, Deans, Directors, and Department Chairpersons.

Nominations will be called for by February 1st with receipt of nominations to be no later than March 31st. The nomination involves completion of the nomination form and attachment of a maximum of two supporting letters (each a maximum of two pages in length). Eligible nominees will be notified by the ~~Vice-President (Academic) & Provost~~ **Associate Vice-President (Academic)**. Supporting documentation to be submitted by the eligible nominee no later than May 30th.

SELECTION COMMITTEE

All voting members of the ~~Senate Committee on Teaching and Learning~~ **Committee**, with the exception of the Vice-President (Academic) & Provost, the **Associate Vice-President (Academic)**, and the Director of the Instructional Development Centre, will form the Awards Selection Committee. The Committee will forward a recommendation to the Vice-President (Academic) & Provost.

CRITERIA FOR SELECTION

(Note: these criteria are based on the criteria for the 3M National Teaching Fellowship. Recipients of the Distinguished Instructor Award are often good candidates for nomination for the 3M Fellowship.)

Evidence of nominee's demonstration of teaching excellence.

- A list of all courses taught for the past five years.
- A list of teaching awards received.
- Normative data from student evaluations of teaching over several years.
- A copy of the instrument used by students to evaluate the nominee's teaching.
- A list of special course development efforts.
- Letters from colleagues and students.
- An example of course materials.
- Other evidence of teaching excellence.

Evidence of nominee's educational leadership at the institution and beyond. For example,

- Conducting of seminars, workshops, conferences or other events on teaching and learning topics.
- Work with teaching/learning committees or centres.
- Consultation with university colleagues on teaching and learning methods.

- Papers, texts, newsletters, or other publications on university teaching.
- Research on university teaching and learning problems that goes beyond the normal discipline-focused research conducted by the faculty member.
- Work on special projects related to university teaching and learning.
- Work on curriculum.
- Work with organizations/associations.
- Other evidence of impact on teaching and learning in higher education.

SUPPORTING DOCUMENTATION

Nominees should submit a teaching dossier which addresses the criteria for selection, including a statement of teaching philosophy. Nominees are encouraged to seek assistance with the preparation of their submission from the Instructional Development Centre: dir-idc@lakeheadu.ca or 8440.

SUBMIT NOMINATIONS AND SUPPORTING DOCUMENTATION TO:

Chair, Senate ~~Committee on Teaching and Learning~~ Committee c/o Maria Dufresne
Cathy Ridley
 Office of the Vice-President (Academic) and Provost
 UC 2007, 2nd Floor, University Centre

MOVE that Senate approve the amendments to the Process for Selection for the Contribution to Teaching Award as recommended by the Senate Teaching and Learning Committee, which are as follows:

PROCESS FOR SELECTION CONTRIBUTION TO TEACHING AWARDS AWARD

Amended ~~January 25, 2008~~ **January 23, 2009**

The Contribution to Teaching Awards ~~Award~~ **Award** ~~have~~ **has** been established to recognize high levels of teaching performance. ~~Up to Six~~ **six** awards of ~~\$100.00~~ each are given annually.

Recipients of the Contribution to Teaching Award will be publicly recognized at Senate, and will receive a monetary award of \$100.00 each.

ELIGIBILITY

- All faculty members (full-time and contract) are eligible to be nominated, but they must have taught for at least four terms at Lakehead University (including the Orillia campus). Members currently on the Senate ~~Committee on Teaching and Learning~~ **Committee** are ineligible.
- A faculty member may receive only one award every three years.

NOMINATIONS

Nominations of faculty for an award are to be made by groups of at least five students prior to March 1st. The nomination involves completion of the nomination form and attachment of a letter from the nominating group summarizing the significance of the nominee's contributions according to the criteria listed below. (Note that nominees are not expected to meet *all* of the criteria, but should indicate how they meet as many of them as possible.) Eligible nominees will be notified by the ~~Vice-President (Academic) & Provost~~ **Associate Vice-President (Academic)**.

Nominees will accept the nomination by submitting a teaching dossier (maximum of ten pages) prior to March 31st. The teaching dossier should include the following:

- A statement of teaching philosophy
- A summary **table** of University student satisfaction evaluation scores **for each course taught in the last four terms of teaching** ~~along with supported by~~ photocopies of the original course ~~summary results~~ **student satisfaction evaluation summary sheets** for ~~all each courses~~ **course** taught in the last four terms of teaching.
- Evidence as to how the selection criteria are met. (Note that nominees are not expected to meet *all* of the criteria, but should indicate how they meet as many of them as possible.)

Note: Nominees who would like assistance with preparation of the above materials should contact the Instructional Development Centre: dir-idc@lakeheadu.ca

SELECTION COMMITTEE

All voting members of the Senate ~~Committee on Teaching and Learning~~ **Committee**, with the exception of the Vice-President (Academic) & Provost, **the Associate Vice-President (Academic)**, and the Director of the Instructional Development Centre, will form the Awards Selection Committee. The Committee will forward all recommendations to the Vice-President (Academic) & Provost.

CRITERIA FOR SELECTION

1. Course Presentation
 - Enthusiastic
 - Uses varying communication techniques
 - Motivates strong class performance
 - Inspires self-learning
 - Provides accessible material
 - Provides interesting material
2. Enhancement of the Learning Experience
 - Available to students outside class time
 - Relates discussion and class involvement to lectures
 - Promotes quality discussions

- Incorporates sound evaluation methods
 - Promotes an interactive learning environment
3. Reputation for Superior Teaching
- Delivers a maximum effort
 - Appears well organized
 - Provides leadership and innovation
 - Models the teacher as a learner:
 - i - Demonstrates humility
 - ii - Demonstrates open-mindedness
 - iii – Uses fairness in judgment

SUBMIT NOMINATIONS TO:

Chair, Senate ~~Committee on Teaching & Learning~~ Committee c/o Maria Dufresne
Cathy Ridley
Office of the Vice-President (Academic) and Provost
UC 2007, 2nd floor, University Centre

Respectfully Submitted,

Batia Stolar, Chair of the Senate Teaching and Learning Committee