Assistant Professor Teaching Award

Deadline for nominations: Friday, April 21, 2023, at 5 p.m.

I.   Information about the Award

Up to three awards will be offered per year in this category.

The list of past recipients can be found at https://www.utsc.utoronto.ca/ctl/utsc-teaching-awards.

II.   Eligibility

This award has been established for full-time Assistant Professors, and Assistant Professors Teaching Stream who have taught for at least two years at the time of their nomination for the award.

III.   Limitations and Restrictions

An individual can win this award only once.

Nominees must be pre-tenure or pre-continuing status.

IV.   Criteria

The award is intended to recognize **outstanding classroom teaching** at the undergraduate and/or graduate level at UTSC.

The Selection Committee looks for evidence of:

a. Demonstrated commitment to inclusive excellence in teaching and learning
b. Courses designed with explicit learning outcomes
c. Effective learning activities and assessments
d. Supportive learning environments
e. Outstanding student experiences

as well as evidence of impact in <u>at least one</u> of the following areas:

f. Initiatives to enhance and/or support student learning (e.g. the development of student mentoring programs or learning communities, the development of inclusive, accessible, anti-racist and anti-colonial pedagogies, innovative integration of student well-being in curriculum and pedagogy, innovative classroom practices, innovative classroom practices, distinct approaches to courses and curricula)

g. Initiatives promoting student-faculty or student-community interactions (e.g. development of research opportunities or opportunities for co-/extra curricular learning)

h. Contributions to the scholarship of teaching and learning (e.g. formal or informal research, presentations and/or publications on teaching and learning in a post-secondary environment)

i. Pedagogical contributions outside the classroom (e.g. contributions to departmental/divisional curricular initiatives, work with teaching/learning committees or centres, mentorship of more junior colleagues, contribution to the enhancement of inclusive, accessible, anti-racist and anti-colonial teaching and learning supports)

j. Ongoing pedagogical development/enhancement (e.g. professional development to enhance one's own teaching, evidence of a scholarly approach to teaching)

V. Nomination Package

The nomination package must demonstrate evidence of outstanding classroom teaching with a clear connection to the teaching excellence criteria. It should be organized in a single PDF file using the following headings in this order:

a. Table of Contents

b. Updated Curriculum Vitae

c. Nomination Letter (maximum 500 words, double spaced, 12 pt. font, evidence may be listed in point form)

   The nomination letter must be written by a member of the UTSC community who is aware of the nominee's teaching. Assistant Professors and Lecturers cannot self-nominate but are welcome to initiate a discussion with a potential nominator.

   If the nominator is not the Chair or Director of the nominee's academic unit, then the nomination letter must be accompanied by a letter of support from the Chair or Director of the relevant academic unit.

   The nomination letter must be presented on university letterhead and include a clear and detailed explanation of the reason(s) the nominee should be considered

for the award, **specifically addressing the award criteria listed in section IV** (above).

d. Letters of Support (maximum 250 words each, double spaced, 12 pt. font, evidence may be listed in point form)

The nomination package should include:

- Two to three letters on university letterhead from faculty colleagues that speak directly to the impact that the nominee's contributions have had to the teaching community and/or student learning.

- Two to three letters from former students that speak directly to the impact the nominee has had on student learning and development.

Letters of support should include:

- An explanation of the relationship between the letter writer and the nominee.

- A summary of the reason(s) the nominee should be considered for the award.

- Clear evidence of the nominee's teaching effectiveness (for example, what specifically does the nominee do to improve the student experience or help students learn more effectively?). Indicating that the nominee is "a great teacher" or "the best professor I ever had" may be a sincere assessment but does little to help the committee distinguish between nominations.

e. Summary of Nominee's Teaching Responsibilities

A summary of the nominee's teaching responsibilities (courses, supervisory roles, etc.) for the past three years should be provided in list or table form. The summary should indicate:

- the course code and name
- enrollment numbers
- course level (undergraduate/graduate).

If in each period no or fewer courses are taught (due to a leave, for example), or if significant work to enhance learning was completed outside of the classroom (such as the development of experiential education initiatives or small group or one-on-

one instruction), please provide some contextual information that will help the Selection Committee understand.

f. Evidence of Outstanding Classroom Teaching (this part of the nomination dossier must not exceed 35 pages)

This section includes the nominee's Statement of Teaching Philosophy and Goals (written by the nominee) and the evidence of teaching excellence. While many dossiers will take a fully narrative approach, candidates may include artistic, audio, or other materials and formats reflective of their pedagogical practice supplemented by a brief narrative.

1. Nominee's Statement of Teaching Philosophy and Goals (maximum five pages). This statement, prepared by the nominee, reflects the nominee's teaching approach and provides specific examples of pedagogical practices employed. The statement should consider the rationale for adopting these approaches within the nominee's discipline. The nominee may also wish to provide a reflection on and/or assessment of the effectiveness of these approaches and strategies.

2. Representative samples of course syllabi (with explicit learning outcomes) for at least two courses taught at UTSC in the relevant three-year period.

3. Representative samples, provided by the nominee, of course learning activities and assessments that promote and assess learning and reflect inclusive excellence in teaching. Examples of these might be:

    - A lesson plan (a one- or two-page document that outlines the nominee's organization of a particular class session, including a rationale or goals for the class, teaching methods, learning activities, props needed, sample test or discussion questions, etc.)

    - Discussion questions/prompts

    - Course handouts

    - In-class or Quercus-based quizzes

    - Quercus modules, course websites, discussion lists

4. Other Supporting Material (as applicable) (not to exceed 10 pages)

This section of the nomination package will include additional material that offers evidence of the nominee's contributions to learning at UTSC and, ideally, **directly addresses award criteria listed in section IV** (above). The candidate should make clear how this evidence substantiates the narrative of their teaching contributions presented in section f. Evidence may include some of the following:

- Professional development related to teaching: This may include formal and informal professional development undertaken by the nominee (workshops, sessions, courses, training, mentoring, consultations, or other professional activities to improve teaching skills or course/discussion design) and the application of learning from these activities to enhance the nominee's teaching.

- Contributions to the scholarship of teaching and learning (SoTL).

- Mentoring of Teaching Assistants (TAs) / Sessional Instructional Assistants (SIAs).

- The development of initiatives to enhance and/or support student learning.

- Participation in co-curricular activities at UTSC.

g. Course Evaluations (Please ensure course evaluations are positioned at the end of the dossier.)

This section will include full course evaluations, including student comments, (specifically the full PDF reports received by instructors, not summaries) for all courses taught at UTSC <u>within the past three academic years in which the nominee taught courses</u>. The committee considers course evaluations as one of many ways in which teaching excellence might be demonstrated and considers this evidence in the context of the dossier as a whole. The committee is also intentional in its deliberations in recognizing the limitations of course evaluations as a primary measure of teaching effectiveness.

VI. **Nomination Deadline and Submission Information**

The deadline for submission of nominations is **Friday, April 21, 2023, 5 p.m.**

The complete nomination package must be combined into **a single PDF file** and sent as an email attachment to utscteachingawards@utsc.utoronto.ca.

Questions regarding the process and preparation of the nomination package may be directed to the Acting Associate Dean / Director, Centre for Teaching and Learning, Zohreh Shahbazi, at acting.adteaching.utsc@utoronto.ca.

At the request of the nominator, unsuccessful nomination packages can be reconsidered in the next award cycle, assuming the nominee consents and remains eligible.