

NOMINATION FORM (APPENDIX A)**ELIGIBILITY**

Any current permanent full-time or part-time faculty member of Vanier College who has demonstrated excellence in teaching over several years. A teacher in any discipline area, from any department (including Continuing Education).

CRITERIA in order of importance**1. Exemplary teaching practices that combine excellence and innovation to maximize students' assimilation of the subject matter**

This may include:

- expertise in one's teaching discipline
- knowledge of the program of study
- expertise in teaching strategy and methodology
- motivation to emphasize basic abilities/skills
- ability to organize one's class
- adaptability of one's teaching for a diverse student population
- description of how IT (information technology) is used in teaching
- exchanging course materials with a colleague from another institution
- conducting research on one's own teaching or course
- experimenting with instructional innovations
- participating in workshops, seminars, and professional associations
- participating in course or curriculum development
- preparing a textbook or other materials
- pedagogical leadership
- list of course materials prepared for students

2. Impact on students and consequently, on the College

This may include:

- willingness to work with others
- ability to establish appropriate relationships with the students, administration, professionals and support personnel
- commitment to sustainable practices
- student feedback which indicates teaching excellence and student satisfaction
- statements from colleagues who have observed teaching
- evaluation of contributions to course development and improvement
- evidence of help given to colleagues on teaching improvement
- contribution to the general improvement of teaching at Vanier College through participation in College and other committees
- statements about teaching achievements from administrators
- professionally-related invitations based on one's reputation as a teacher

NOMINATION FORM (APPENDIX A)

CRITERIA (Cont'd)

3. *Creativity in meeting the challenge with available physical and financial resources*

This may include:

- motivation to do what needs to be done
- ability to find solutions to problems
- an open and curious spirit; imagination and creativity
- a questioning, searching sense

4. *Effective use of the environment in which the nominee teaches*

This may include:

- demonstrating initiative and success in implementing learning outside the classroom
- making use of resources in the community, e.g. guest speakers, field trips, etc. to enhance learning
- using elements in the environment creatively to facilitate the learning process

VANIER COLLEGE TEACHING EXCELLENCE AWARD

NOMINATION FORM (APPENDIX A)

INSTRUCTIONS

- Please submit the following **nomination form** to the 2017-2018 Teaching Excellence Award Committee, c/o Academic Dean's Office (F220) or academicdean@vaniercollege.qc.ca, by April 6, 2018.
- **In addition to the nomination form**, the following documents must be submitted to the Committee, c/o Academic Dean's Office (F220) in a sealed envelope, by April 20, 2018.
 - A SUBMISSION JUSTIFYING THE NOMINATION (2 TO 3 PAGES) WHICH INCLUDES A SUMMARY IN POINT FORM HIGHLIGHTING MAJOR CONTRIBUTIONS TO TEACHING EXCELLENCE
 - LETTERS OF SUPPORT FROM STUDENTS (MANDATORY; 2 OR MORE STUDENT NOMINATIONS)
 - SUPPORTING DOCUMENTS MAY INCLUDE:
 - LETTER OF SUPPORT FROM THE NOMINEE'S FACULTY DEAN
 - LETTERS OF SUPPORT FROM COLLEAGUES AND/OR CURRENT ADMINISTRATORS
 - TEACHING MATERIAL
 - EXAMPLES OF EXCEPTIONAL CONTRIBUTIONS TO THE COLLEGE
 - THE CANDIDATE'S C.V.

Students

PLEASE CONSIDER PUTTING IN A NOMINATION FORM AS A TEAM.

***ADVICE AND SUPPORT IN PREPARING A NOMINATION PACKAGE IS AVAILABLE FROM:
Ourania Zafiri, TASC, ROOM E-304, EXT. 8211, zafirio@vaniercollege.qc.ca***

YOU MAY ALSO WISH TO CONSULT THE DEPARTMENT COORDINATOR OF THE NOMINEE.

VANIER COLLEGE TEACHING EXCELLENCE AWARD

NOMINATION FORM (APPENDIX A)

NOMINEE INFORMATION

Name	
Department	
Faculty	
The nominee is your <input type="checkbox"/> teacher <input type="checkbox"/> colleague <input type="checkbox"/> other	
If the nominee is/was your teacher, when did you take their class?	

NOMINATOR INFORMATION

To be completed by an individual nominator or a representative of a nominating group

Name	
Telephone Number	
Email	
Are you submitting this nomination as a team? <input type="checkbox"/> yes <input type="checkbox"/> no	<i>Please provide the names and signatures of all the nominators below.</i>
I hereby nominate the above-mentioned teacher for recognition. <div style="text-align: right;">SIGNATURE: X _____</div>	

OTHER NOMINATORS:

(Name)	(Signature)
(Name)	(Signature)
(Name)	(Signature)
(Name)	(Signature)