Teaching Awards: Timelines and Processes

Ten Months Out

Identify Candidates

Consider if you have a colleague who demonstrates a sustained commitment to teaching excellence and innovation and meets the criteria for an institutional teaching award.

- Use existing information (e.g., PTR / Merit, Interim Review, Tenure / Continuing Status applications).
- Engage your unit's committees (e.g., equity, diversity and inclusion committee, teaching & learning community of practice)

Confirmation and Resources

Confirm with divisional contacts that they are supportive of the nomination moving forward and determine what resources are available to support the development of your nomination package:

- Attend a teaching awards workshop.
- Book a consultation with CTSI.
- Connect with your divisional teaching and learning supports to leverage their support.

Eight Months Out

Meet with Nominee

Meet with the nominee to discuss their involvement in the nomination process. Review the award criteria together, and start collecting materials as soon as possible.

- Confirm the nominee has time to support the development of their nomination package.
- Ask what they see as the overarching story of their teaching practices.
- Discuss who might be well positioned to speak to their contributions.

What's the Story?

Consider how to weave a consistent narrative throughout the nomination file that aligns with the nominee's teaching practices and philosophies, evidence from multiple data sources, letters of support and addresses the award criteria.

- This UBC workshop highlights the import of developing a clear narrative throughout your file.

Nominee's Statements

If statements of a nominee's teaching philosophy, practice and leadership are required, ask the candidate to begin drafting these as soon as possible.

- Consider how the nominee's teaching and learning beliefs, accomplishments and activities relate to the defined award criteria.
- Incorporate the identified narrative through these statements.

Six Months Out

Strategic Letters

Be strategic in soliciting letters of support. You are limited in the number of letters of support you can include in your nomination file.

- Ensure that you solicit letters that speak to your **different** areas of teaching and the breadth of your nominee's teaching impact.
- Consider asking your letter writers to focus on **different** aspects of the nominee's accomplishments, based on their relationship to the nominee.

Four Months Out

Student Letters

When soliciting student letters, choose students who represent **different** levels in their education (e.g., first-year student, graduate student) and have interacted with the nominee in **different** capacities (e.g., course work, research, supervisor).

- Provide guidance to students about how to structure their letters and information to include.
- You may want to invite letters from more students than the award requires to mitigate against students not being able to deliver letters.

"Air it Out, Give it Space"

You will not be able to share everything the nominee has undertaken. Be selective and clearly identify how the nominee meaningfully contributed to an initiative.

- Describe the teaching initiative, how the nominee contributed, its impact on student learning and how it relates to the defined award criteria.
- Consider impact through various lenses: on students in and outside the classroom, the academic unit, the division, the institution, communities and beyond.

Two Months Out

Signposts

The adjudication committee will be reading multiple nomination files.

- Create clear signposts throughout your nomination file (e.g., headings that connect to the awards criteria) to help guide the adjudication committee through your nomination file.
- Provide clear evidence of how your nominee satisfies the defined award criteria within each of the signposted sections.

Again, What's the Story?

As you're reviewing the file, think about how you're weaving evidence throughout to underscore your identified narrative, the impact the nominee has had and how it satisfies the defined award criteria. Confirm the evidence you have brought together from multiple sources effectively conveys the impact your nominee has had.

One Week Out

Review and Feedback

Ask a colleague who has not been involved with the development of the file to review and share constructive feedback. Invite them to consider if:

- Your nomination file addresses the award criteria.
- Your nomination file provides enough information for folks outside your area of work.
- Your file provides the appropriate level of breadth and depth to showcase your contributions.

Submit

Submit by the deadline and ensure you include all materials!

As recipients are announced review their write-ups to better understand what experiences are being recognized by the committee so you can plan for next year's awards cycle.