



Faculty of Agriculture

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INSTRUCTOR AWARD FOR TEACHING EXCELLENCE

Terms of Reference

2016

The Faculty of Agriculture **Instructor Award for Teaching Excellence** serves to recognize and celebrate an instructor's contributions to teaching at the Faculty of Agriculture over a number of years.

The Faculty of Agriculture has a long history of placing a strong emphasis on excellent teaching. Many students and alumni speak with fondness about instructors of the past and present. One stimulus for a caring and competent atmosphere is the genuine enthusiasm which exists for topics being taught, and a strong desire to pass this interest on to others. This award is an important opportunity for members of the Faculty of Agriculture community to publicly support and recognize our excellent teachers. It is a way for both students and colleagues to honour a representative few of the many who have been an inspiration and a help. We hope that you will consider nominating a deserving candidate.

The **Instructor Award for Teaching Excellence** will be made in the spring of every even-numbered year if a suitable candidate is nominated. The contributions of the award recipient will be celebrated at a campus event; the recipient will receive a monetary award of \$1000 provided by the Dean's Office. This monetary recognition is intended to further support the individual's initiative in the area of teaching excellence. It will be contributed to an appropriate Special Purpose Account or held in trust by the Department Chair.

Criteria for the award:

Activities that may be recognized by this award can include (but are not limited to):

- classroom and laboratory instruction
- development of innovative teaching methods
- production of instructional materials
- contributions to student development outside the classroom
- curriculum development
- professional development

Eligibility:

Individual members of the Instructor group are eligible. An individual will not be eligible to receive the award in two successive awarding cycles.

An individual who has previously received this award will be eligible to compete based on achievements made since the previous award. The Academic Coordination Committee will be

responsible for i) ensuring that this is clearly communicated to nominees and ii) using the record of the previous competition to ensure that new achievements are the basis for any subsequent award.

Nominators:

Members of the Faculty of Agriculture community (staff, faculty, students, and alumni) may nominate or sponsor nominations. Self-sponsored nominations are permitted.

Process:

1. Nomination forms are available from the Academic Coordination Committee (ACC) Chair (Assistant Dean, Students & Academic Administration).
2. Nomination forms should be accompanied by supporting letters from the nominator and two other members of the Faculty of Agriculture community (faculty, staff, students or alumni) who support the nomination. These letters of support should outline how the nominee has demonstrated excellence in teaching and must be signed. Nominations are submitted to Dr. Keltie Jones, Assistant Dean, Students & Academic Administration, PO Box 550 Truro B2N 5E3, or keltie.jones@dal.ca.
3. The deadline for receipt of complete nominations is February 15, 2016.

Following the nomination deadline, the Assistant Dean, Students & Academic Administration will contact nominees, and ask if they wish their name to stand. Nominees will then be asked to provide the following documents to support the nomination:

- A copy of the nominee's teaching dossier or relevant CV (max. 8 pages)
- A statement describing the nominee's contribution to teaching at the Faculty of Agriculture (max. 1 page)
- A statement of the nominee's teaching philosophy (max. 1 page) and
- Any other supporting documentation

Nominees will have at least two weeks to prepare and submit their supporting documentation to the Assistant Dean.

NOTE: All nomination papers, letters of support, and curriculum vitae will remain confidential.

4. The ACC will review the applications and determine which candidate to recommend for the award.
5. The ACC will recommend to the Dean the name of the successful nominee. The Dean will inform the successful candidate and will prepare the citation for the award recipient.
6. The award will normally be presented at a specially designated institutional function at the end of the Winter semester. (Timelines will be adjusted accordingly each year of the award.)