

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH	<i>Policy Sponsor:</i> Dean Faculty Council	<i>Approval Date:</i> March 20, 2003 Oct 25, 2018
<b>Terms of Reference:</b>  <b>Teaching Awards Committee</b>  (Est. 2002)	<i>Responsible Unit:</i> Associate Dean Academic Faculty Council	<i>Amendments:</i> January 25, 2007 May 31, 2007 March 25, 2010 May 24, 2012 February 26, 2015 Formatting, March 2018 Comb. All teaching awards into one committee Oct 25, 2018

### Preamble

There are three teaching awards presented annually by the Faculty of Health:

- the Teaching Excellence Award,
- the Academic Innovation Award, and
- the William Webster Excellence in Interprofessional Education Award.

One Committee takes responsibility for all three awards.

## COMMITTEE TERMS OF REFERENCE

### Committee Membership

- The Faculty of Health Teaching Awards Committee will consist of:
  1. Two elected faculty members for a two-year term, with the possibility of renewal for an additional one-year term;
  2. One alternate faculty member, for a one-year term;
  3. One member from outside the Faculty of Health, appointed by the Faculty of Health Associate Dean Academic, for a two-year term,
  4. One Senior undergraduate or Senior graduate student of the Faculty of Health, for a one-year term,
  5. One Teaching Award recipient from the previous year, for a one-year term, and
  6. Associate Dean Academic, as an ex-Officio member.
- Each Committee member from the Faculty of Health will normally be from a different School/College.
- At its first meeting, the Committee will elect its Chair from the two elected Faculty of Health faculty members.

### Call for Committee Nominations

- The Faculty Council Dean's Office, via established communication channels such as faculty listserves, will issue a call for faculty member nominations. Should an election become necessary, it will be done in accordance with Faculty policy.
- If an insufficient number of nominations are received, the Faculty of Health Associate Dean Academic will contact faculty members directly to determine their interest in serving.

- The student member will be recruited through and by the Faculty of Health Student Societies and must be a Faculty of Health student.
- Senate policy on Conflict of Interest must be followed and current award nominees cannot be members of the committee.

#### **Call for Award Nominations**

- Call for nominations will be sent in the month of October/November each year.
- The Dean's Office, via established communication channels such as faculty and student listserves and any other available means, will issue a call for nominations. No letters of nomination will be accepted after the deadline.
- All members of the Faculty of Health community can nominate a candidate.
- Self-nominations are not accepted.

#### **Award Recognition**

- Each award consists of a plaque that is displayed in the Dean's Office and a similar plaque is presented to the award recipients. The recipients will normally be acknowledged at a Full Faculty meeting or another Faculty event.
- The recipients receive \$500 towards their teaching or research program.

Eligibility, award criteria, nomination package content and nomination procedures are attached here as:

Appendix I – Teaching Excellence Award

Appendix II – Academic Innovation Award

Appendix III – William Webster Excellence in Interprofessional Education Award

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## *Appendix I - TEACHING EXCELLENCE AWARD*

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### **Preamble**

The purpose of the award is to recognize the critical role that teaching plays in the Faculty of Health. It is intended to honour an outstanding teacher who embodies the finest aspects of exemplary teaching and educational leadership. The award is normally presented each year.

### **Eligibility**

- All faculty members who have, as part of their regular academic or adjunct appointments, taught three consecutive years in the Faculty of Health. This includes Instructors, Limited Term Appointments, adjuncts in Health Sciences and Nursing (from NSHA). This does not include sessionals.
- Previous award winners, providing the award was given five years or more prior to the application.

### **Criteria**

Because teaching involves much more than classroom presentations, the award will recognize achievements in teaching and educational leadership. Both nominators and evaluators should consider the following criteria as a guideline for consideration. The nominees should provide:

#### **1. evidence of outstanding teaching, which can include but is not limited to:**

- evidence of a passionate commitment to teaching and learning
- evidence from peers and students to support teaching excellence
- utilization of educational strategies that engage learners in a deep and meaningful manner
- incorporation of innovative and evidence-based teaching and learning approaches
- effective and appropriate use of technology for online, blended, and/or face-to-face contexts
- development and utilization of innovative fieldwork / practice education learning opportunities and/or strategies
- utilization of effective and innovative assessment methods to enhance learning and the development of critical thinking, collaboration, and problem-solving skills

#### **2. evidence of educational leadership and/or scholarship, which can include but is not limited to:**

- the production of peer-reviewed scholarly contributions related to university teaching or learning
- evidence of a thorough knowledge of their teaching areas, as demonstrated in the scholarly production of publications, presentations, reviews or research
- evidence of a reflective and scholarly practice in teaching
- contributions to the mentorship of others to promote the development and/or enhancement of teaching skills and/or educational leadership

- leadership in the design or development of an innovative strategy, course, or program of study; including contributions to university and/or practice education
- leadership in teaching and learning beyond the school, department and/or program, including the practice community

#### **Application Package**

1. Letter of nomination (self-nominations are not accepted<sup>1</sup>), which includes the following:
  - Identifying information on the candidate and the candidate's School/College affiliation;
  - Rationale/supportive reasoning for nomination;
  - Identifying information and School/College affiliation of the nominator
2. Cover letter from the nominee (max. 2 pages)
3. The nominee's abbreviated CV (max. 8 pages)
4. The nominee's teaching dossier, including a teaching philosophy statement and summary of student ratings of instruction from past three years (max. 10 pages)
5. The University's summative "Student Rating of Instruction" for all courses taught during the past 3 years and all signed student comments for the past 3 years.
6. Additional supporting materials (e.g., course descriptions, course syllabi, descriptions of academic innovations, examples of assignments, publications or presentations on teaching, descriptions of leadership toward curriculum development or program-level innovations, additional letters of support, etc.) (max. 20 pages)

***The complete nomination package is to be submitted electronically in a single PDF (with bookmarks) to the main email of the Dean's Office – [health@dal.ca](mailto:health@dal.ca). Directors will be notified if a member of their unit has been nominated for the award.***

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<sup>1</sup> See General Terms of Reference, Call for Award Nominations

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## *Appendix II – ACADEMIC INNOVATION AWARD*

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### **Preamble**

The purpose of the award is to recognize an individual who has developed an innovative academic initiative that has resulted in a positive and sustainable impact on student learning. The award is normally presented each year.

### **Eligibility**

- All faculty members who have, as part of their regular academic or adjunct appointments, taught three consecutive years in the Faculty of Health. This includes Instructors, Limited Term Appointments, adjuncts in Health Sciences and Nursing (from NSHA). This does not include sessionals.
- Previous award winners, providing the award was given five years or more prior to the application.

### **Criteria**

Both nominators and evaluators should consider the following criteria as a guideline for consideration. The nominees should provide evidence to support academic innovation, which can include but is not limited to:

- 1. Demonstrated effectiveness of an innovation in course or curriculum design. This could include:**
  - the development or application of educational tools or technologies
  - the development or application of innovative teaching strategies or learning experiences to enhance student learning
  - the development or application of innovative assessment strategies that enhance student learning
  - development or application of innovative fieldwork / practice education learning opportunities and/or strategies
- 2. Demonstrated evidence that the academic innovation has made positive and sustainable impact on student learning. This could include:**
  - presentation or publication of the approach within Dalhousie or to the higher education community.
  - evidence of improved student grades, improved student recruitment/retention, increased program enrollment,
  - positive student feedback, enhanced learning experience evident in student work in the classroom and/or in the field, or the adoption of the innovation by others.
  - conceptualization and evaluation of the innovation project grounded in the relevant literature.

### **Application Package**

- 1. Letter of nomination (self-nominations are not accepted<sup>2</sup>), which includes:**
  - Identifying information on the candidate and the candidate's School/College affiliation

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<sup>2</sup> See General Terms of Reference, Call for Award Nominations

- Rationale/supportive reasoning for the nomination
  - Identifying information and School/College affiliation of the nominator
2. Cover letter from the nominee (max. 2 pages)
  3. The nominee's abbreviated CV (max. 8 pages)
  4. A description of the applicant's innovative approaches, contributions, and accomplishments in areas such as pedagogical frameworks, teaching methods, course design, curriculum development, assessment methods, various tools and technologies, along with a rationale as to why these contributions are considered innovative (max. 10 pages)
  5. Three letters of support, one letter must be from a current or former student and one letter must be from a faculty member
  6. Additional supporting materials (e.g., course descriptions, publications or presentations on the innovation, written comments from student ratings of instructions, additional letters of support, etc.) (max. 10 pages)

***The complete nomination package is to be submitted electronically in a single PDF (with bookmarks) to the main email of the Dean's Office – [health@dal.ca](mailto:health@dal.ca). Directors will be notified if a member of their unit has been nominated for the award.***

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### *Appendix III – WILLIAM WEBSTER EXCELLENCE IN INTERPROFESSIONAL EDUCATION AWARD*

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#### **Preamble**

The purpose of the award is to recognize an individual or a team who/which has demonstrated excellence in teaching and/or leadership with regard to implementing and/or developing innovative, effective and sustainable IPE opportunities.

#### **Eligibility**

- Members within the Faculty of Health (including faculty), who have worked two consecutive years in the Faculty of Health and have not previously received the award within the last five years.
- Eligibility also includes individuals working in practice settings who have directly contributed over the course of two consecutive years to the interprofessional education of Faculty of Health students.

#### **Criteria**

Both nominators and evaluators should consider the following criteria as a guideline for consideration. The nominees should clearly identify the initiative that demonstrates excellence in IPE and provide evidence to support. Supporting evidence can include but is not limited to:

1. Demonstrated excellence in interprofessional education. This could include, but is not limited to:
  - a) the development or application of IPE curriculum
  - b) the development or application of innovative IPE teaching strategies or learning experiences to enhance collaborative student learning
  - c) the development or application of innovative IPE assessment strategies that enhance student learning
  - d) development or application of innovative fieldwork / practice IPE learning opportunities and/or strategies
  - e) development of organizational / institutional structures to support IPE
  - f) development of faculty training / mentorship program that enhances IPE
2. Demonstrated evidence that the IPE initiative has made a positive and sustainable impact on student learning. This could include, but is not limited to:
  - a) presentation or publication of the IPE approach
  - b) conceptualization and evaluation of the IPE initiative grounded in the relevant literature
  - c) positive student feedback, enhanced learning experience evident in student work in the classroom and/or in the field
  - d) evidence of improved interprofessional student collaboration within on-site and/or fieldwork courses
  - e) evidence of improved interprofessional collaboration of practitioners within health care settings
  - f) evidence that the organizational/ institutional structures have a) enhanced/increased IPE opportunities, and/or b) created clear and efficient pathways toward the development/implementation of IPE

- g) letters from students and/or colleagues, examples of IPE teaching tools, self-reflection from the nominee, excerpts of student work

### **Application Package**

The nominee must submit the following documents for a complete application:

1. Letter of nomination (self-nominations are not accepted<sup>3</sup>), that includes:
  - a) Identifying information on the candidate (or team) and the candidate's School/College affiliation
  - b) Rationale/supportive reasoning for the nomination
  - c) Identifying information and School/College affiliation of the nominator
2. Cover letter from the nominee (max. 3 pages). The cover letter must include a description of the IPE contributions, with a rationale as to why these contributions contribute to excellence in IPE. As needed, pertinent Appendices may be included, not to exceed 10 pages (e.g., assignment description, sample assignments, signed comments from students related to the IPE contributions)
3. The nominee's abbreviated CV (max. 8 pages)
4. Two additional letters of support, one letter must be from a current or former student and one letter must be from a faculty member

***The complete nomination package is to be submitted electronically in a single PDF (with bookmarks) to the Faculty of Health (health@dal.ca). Directors will be notified when a member of their unit has been nominated for the award.***

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<sup>3</sup> See General Terms of Reference, Call for Award Nominations