

Approval Date: May 24, 2011

Parent Policy: [Awards for Teaching Excellence Policy](#)

## Graduate Student Teaching Award Procedure

<b>Office of Administrative Responsibility:</b>	Faculty of Graduate Studies and Research
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

To provide the selection process, eligibility requirements and adjudication criteria for Graduate Teaching Awards at the University of Alberta.

### **PROCEDURE**

Graduate Student Teaching Awards will be administered by the Faculty of Graduate Studies and Research. Award recipients will receive a framable certificate and a letter suitable for their teaching dossier, signed by the University President and the Dean of the Faculty of Graduate Studies and Research.

#### 1. SELECTION PROCESS

Faculty Deans will receive a letter inviting the nomination(s) of **graduate student(s)** from their Faculty for the Graduate Student Teaching Award. The Deans will be asked to consult appropriate staff and students in making the selection and no award should be made if an outstanding candidate cannot be identified. The deadline for receipt of these selections is February 5 each year. The Faculty of Graduate Studies and Research will send the letter and certificate to the Dean of the Faculty in which the student teaches; that Dean will be responsible for presenting the Award.

#### 2. ELIGIBILITY

To be eligible for the Graduate Student Teaching Awards, students must be in **good academic standing** and must be making good progress in their degree program, as determined by their department. Awards should only be made to students who are considered outstanding teachers. Students whose teaching duties are outside their home unit shall be considered, for the purpose of adjudication, to be from the unit in which the teaching duties are assigned. In addition to **graduate teaching assistants**, students who are part-time **contract academic staff: teaching** are eligible to receive the award. Graduate students must be nominated within one year of completing their term as graduate teaching assistants. Recipients must have taught for a minimum of one academic (four month) term, not including the term in which the nomination is made. Faculties will determine what duties qualify a graduate student as a graduate teaching assistant.

#### 3. ADJUDICATION CRITERIA

The adjudication criteria for the Graduate Student Teaching Awards are listed below. Deans will determine how the competition will be conducted in their individual Faculties. Circumstances in individual Faculties may require modification of the criteria by the Faculty. In general, recipients:

- a. Exhibit a consistently superior command of the subject matter being taught and attempt to provide students with a comprehensive, coherent understanding of the subject matter;

- b. Are prepared, organized and able to explain the subject clearly;
- c. Are respected and trusted by students and instill in students interest and enthusiasm for the subject;
- d. Are willing to spend time with students and are available and approachable outside the classroom or laboratory;
- e. Present the subject matter at a level appropriate to students;
- f. Take care and are prompt in marking assignments, give feedback and direction and promote self-assessment by students.

#### 4. NUMBER OF GRADUATE STUDENT TEACHING AWARDS BY FACULTY

The number of awards available is calculated on the Full Time Equivalents (FTEs) of graduate students teaching in each Faculty. Faculties will receive one GSTA for every 20 FTE\* [or as a portion thereof] graduate student teaching assistant.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲Top</a> ]	
<b>graduate student</b>	Any student registered in the Faculty of Graduate Studies and Research at the University of Alberta
<b>good academic standing</b>	Minimum GPA of 3.3
<b>graduate teaching assistant</b>	A graduate student who is appointed to perform only teaching and related duties. These can include preparing and conducting lectures, laboratories, and seminars as well as grading assignments, reports, and examinations and performing other related duties
<b>contract academic staff: teaching</b>	Academic staff who have a full-time instructional appointment for a term of four months or longer (including rolling term appointments)  Academic staff who have a part-time instructional appointment to teach one or more three-credit courses or equivalent
<b>full time equivalents (FTEs)</b>	12 hour per week teaching assistant appointment

### **FORMS**

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[Graduate Student Teaching Award Selection Form](#)

### **RELATED LINKS**

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There are no related links for this Procedure.