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McCalla Professorship Application and Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with this university procedure extends to all Academic Staff, Administrators and Colleagues as outlined and defined in Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

Overview

These Professorships are named after the first Dean of the Faculty of Graduate Studies and Research, Dr. Arthur Gilbert McCalla. A professor receiving a McCalla Professorship is to uphold the values of the University of Alberta most recently articulated in *For the Public Good*. McCalla Professors are those who value excellence in teaching, acknowledge the importance of students, conduct themselves in an ethical manner, are collaborative, open to change, take pride in history and traditions and are committed to integrating their research and teaching. McCalla Professors will have demonstrated superior activities in these areas throughout their careers.

The incumbent will have teaching duties throughout the period of the Professorship. The Department Chair or Dean is responsible for assigning such duties and for costs associated with reduced responsibilities.

Purpose

The Professorships recognize the integration of teaching and research.

PROCEDURE

1. ELIGIBILITY REQUIREMENTS

A faculty member who was awarded a McCalla Professorship prior to June 2006 will be eligible for the revised McCalla Professorship. After June 2006, a McCalla can only be awarded once in a faculty member's career.

McCalla Professorships are distributed among all Faculties. Applicants must demonstrate how they have integrated teaching, learning and research throughout their careers.

All Associate and Full Professors are eligible.

2. SUBMISSION REQUIREMENTS

Large Faculties determine individual submission deadlines. Recommendations from Faculties are to be submitted to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron no later than 4:00 p.m. on the last working day in January. Please send a letter of recommendation from the Dean along with the original application (no copies required) and an electronic version (as noted below) to mccalla.ctl@ualberta.ca. Check Faculty websites for more information.

Submissions from small Faculties should be sent each year to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron no later than 4:00 p.m. on the first working day of December. Please send the original plus two copies of each application and an electronic version to mccalla.ctl@ualberta.ca. Applicants are required to use 12 point Times New Roman font, 1 inch margins, and single spacing. Copies are to be back-to-back, three-hole punched, and not stapled. The Committee reserves the right not to consider materials exceeding the page limitations noted below.

The submission shall include these items in the following order:

- a. A **letter of support from the Chair/Dean**.
- b. A 100-word abstract on the applicant's history of integrating teaching and research and on the teaching and research planned for the award period, to be used for promotional purposes.
- c. An **outline** (1-4 pages) **of the teaching and research planned** for the award period.
- d. Highlights of a **teaching dossier** (not to exceed 4 pages).
- e. Highlights of a **research dossier** (not to exceed 4 pages).
- f. Highlights of a **service dossier** (not to exceed 4 pages).
- g. An abbreviated curriculum vitae (not to exceed 10 pages).

Please note that submissions should not be bound, tabbed or include cover pages; however, sections should be separated by a coloured sheet.

The electronic submission will be a PDF version of the full application in the order above. In addition, Microsoft Word versions of the abstract and outline of the teaching and research planned sections are to be submitted.

3. SUBMISSION PROCEDURE

Guidelines for large Faculties are to be consistent with those described in this document. The following large Faculties are responsible for their own adjudication processes. Recommendations are to be submitted to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron, no later than the last working day in January.

- a. Agricultural, Life and Environmental Sciences
- b. Arts
- c. Business
- d. Education
- e. Engineering
- f. Medicine
- g. Science

The following small Faculties are adjudicated as a group by a Selection Committee:

- a. Augustana
- b. Campus Saint-Jean
- c. Extension
- d. Graduate Studies and Research
- e. Law
- f. Native Studies
- g. Nursing
- h. Pharmacy and Pharmaceutical Sciences
- i. Physical Education and Recreation
- j. Rehabilitation Medicine
- k. Public Health

In the small Faculties group, the Selection Committee will consider one application per eligible Faculty. If more than one application is received within a Faculty, that Faculty must conduct an internal adjudication and forward only one submission by the first working day of December.

Faculty members who hold a joint appointment should apply through the Department or Faculty in which they hold their appointment.

4. SELECTION

- a. Selection Committee for small Faculties

The Selection Committee will include the following:

- i. Vice-Provost (Learning Initiatives), Chair
- ii. Associate Vice-President (Research) or delegate
- iii. Dean or representative from each of the following:
 - Augustana
 - Campus Saint-Jean
 - Extension
 - Graduate Studies and Research
 - Law
 - Nursing
 - Native Studies
 - Pharmacy and Pharmaceutical Sciences
 - Physical Education and Recreation
 - Rehabilitation Medicine
 - Public Health

- b. Selection Process

The quorum for the Selection Committee shall be that only two members may be absent from any meeting where decisions are made. Its proceedings are to be confidential.

The Convocation and Ceremonies Office will be advised of the appointments. Appointments will be announced at the annual Celebrate! Teaching. Learning. Research event.

5. TERMS OF APPOINTMENT

Professorships are tenable at the University of Alberta for twelve (12) months beginning September 1. As is customary in each Department or Faculty, the Chair and/or Dean will assign teaching responsibilities.

Any significant changes to the teaching and research planned shall be forwarded to the Selection Committee Chair in small Faculties or to the Dean in large Faculties for approval. The Dean may consult with the Office of the Provost and Vice-President (Academic) prior to approval. No major supplementary professional activities will be approved for the period of the Professorship. Professors are expected to maintain their graduate and committee responsibilities during this period. Within three months of the end of the Professorship, recipients must submit a hard copy report of their activities to the Department Chair, Dean and Vice-Provost (Learning Initiatives) and an electronic copy to mccalla.ctl@ualberta.ca.

Leave eligibility will not be affected. There will be no limitation on Departmental or Faculty privileges and rights, nor any unusual limitations on access to university or other research funds.

6. VALUE

Funds in the amount of \$20,000/annum will be available for approved research and teaching initiatives. These funds may be used for a variety of purposes and in a combination of ways, (e.g., hiring a graduate teaching or research assistant, developing a new teaching technology, travel to conferences, partial payment of a post-doctoral fellow). No portion of the award may be taken as salary or be used for teaching release. Funds are held by the University and spent as outlined in the approved application and in accordance with University of Alberta policies and procedures. The Provost and Vice-President (Academic) may request the return of unspent funds following completion of the Professorship.

7. CONSENT FORM AUTHORIZING USE OF APPLICATION MATERIALS

Upon receipt of a McCalla Professorship, recipients will be asked to complete a consent form which provides authorization to post the following items to the Centre for Teaching and Learning (CTL) website:

- The abstract on the applicant's history of integrating teaching and research and on the teaching and research planned for the award period,
- The outline of teaching and research planned,
- The final report of activities.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

Outline of the teaching and research plan	<p>An outline should:</p> <ul style="list-style-type: none"> - describe priorities, objectives and expected outcomes. - include plan for integration of teaching and research during the Professorship. - comment on how the application aligns with <i>For the Public Good</i>. - outline how funds will be used. A detailed budget is not required.
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Teaching dossier	<p>A teaching dossier should include:</p> <ul style="list-style-type: none"> - a list of all scholarly and research activity pertaining to the scholarship of teaching and learning, courses taught, administrative and professional affiliations and responsibilities, and major awards or distinctions. - philosophy of teaching. - a synthesis of student evaluations of courses taught in the last five (5) years. <p>For consultation to prepare a teaching dossier, consult with the Centre for Teaching and Learning.</p>
Research dossier	<p>A research dossier should include:</p> <ul style="list-style-type: none"> - description of program of research. - description of impact of research on self and others' careers. - a list of recent grant support, specifying agency, amount of award and title of project. - significant publications. - a list of graduate students and post-doctoral fellows supervised including the thesis title and year of graduation. It would also be useful to identify the career trajectory of those supervised. If applicants do not have access to graduate students or post- doctoral fellows, they need to describe how they integrate teaching and research; and how they engage in research-led teaching at the undergraduate level.
Service dossier	<p>A service dossier should include:</p> <ul style="list-style-type: none"> - description of engagement in service activities. - description of how the service activities linked to the applicant's disciplinary knowledge. - description of the benefits of the service activities to students, peers, the institution and community-at-large. - description of how the service activity may contribute to the proposed project
Letter of support from the Chair/Dean	<p>Criteria for the letter of support include:</p> <ul style="list-style-type: none"> - addressing the quality of the proposed application; - how the application fits within Departmental/Faculty priorities and University mission; - why the Professorship would benefit the faculty member at this time in their career; and how the application aligns with <i>For the Public Good</i>. <p>The letter needs to provide a context for the award including:</p> <ul style="list-style-type: none"> - extent of teaching;

- current research program;
- extent of administrative and/or community service; and
- supplementary professional activity.

Please note, if the faculty member has cross appointments, they must have written support from all the areas/departments.

FORMS

There are no forms for this Procedure. [[▲ Top](#)]

RELATED LINKS

There are no links for this Procedure. [[▲ Top](#)]