

Approval Date: November 27, 2011
Most Recent Editorial Date: Most Recent Approval Date: June 10, 2016
Parent Policy: [Awards for Teaching Excellence Policy](#)

Teaching Unit Award Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Purpose

To recognize publicly teaching excellence that occurs as a result of the collaboration of instructors, to publicize such excellence to the University and the wider community, to encourage the pursuit of such excellence, and to promote informed discussion of teaching and its improvement at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

This award is to be given to a **teaching unit**. A teaching unit is defined as two or more academic staff members who collaborate in the design and implementation of instruction at the undergraduate or graduate level and who are actively involved in the delivery of instruction. Collaboration may occur between or among members of a faculty, school, department or division and may include additional team members (e.g., teaching assistants, technical staff, community partners, etc.). Collaboration may occur in a course team (e.g. a course comprised of several sections) or other teaching projects that involve instructors working together as outlined above.

The team must be able to provide evidence of teaching collaboration and how the team effort benefits student learning. Eligibility issues arising prior to adjudication of the award by the GFC UTAC will be resolved by the Provost and Vice-President (Academic) and the UTAC Chair.

2. NOMINATION

The documentation accompanying a nomination should provide specific supporting information addressing each of the criteria set out below (under the heading "Criteria for the Award").

- a. Nominations can be made by Deans, Chairs, and any staff member or student.
- b. Nominations must include up to, but no more than, five (5) letters of support, *at least one of which shall be from EACH of the following:*
 - i. a superior (e.g., Dean, Chair, or Director),
 - ii. an **external academic peer**, and
 - iii. a student
- c. Universal Student Ratings of Instruction (USRI) scores for the two most general categories – ‘Overall, the quality of the course content was excellent[.]’ and ‘Overall, this instructor was excellent[.]’ – and an additional category at the discretion of the instructors must be submitted for each course related to the teaching collaboration and taught in the past five years, if applicable, per the table below. For those Faculties which might not use USRI scores, a comparable measure is expected to be submitted for the courses taught.
- d. The package must include a brief executive summary prepared by the nominator that outlines (preferably in point form) the key points upon which the nomination is based; this summary is a self-standing document and it is included, as well, within the 18-page limit.

- e. Nominations must not exceed 18 pages including supporting letters. The pages GFC UTAC are to consider must be consecutive and numbered 1 through 18 in the bottom right-hand corner; the Teaching Unit Award Nominator's Form must be included with the nomination as an unnumbered first page to each of the twelve (12) copies submitted. A title page and a table of contents must be submitted as unnumbered pages to each of the twelve (12) copies submitted. Nominations and all supporting documentation must be in a 12-point font. (NOTE: Anything more than 18 pages will be removed prior to distribution to GFC UTAC members. Any page where 2 pages have been reduced to 1 page will be counted as 2 pages.) Back-to-back copying of material is encouraged. The nominee's name must appear on the first page of the nomination. Nomination packages must be stapled in the top left-hand corner. Do not use cerlox binding, binders, or report covers.

Supporting documentation submitted to GFC UTAC must be in English. Letters must be signed. Electronic signatures are acceptable. If material has been translated, please include the original document(s) as appendices. (These appendices will not be included in the total page count.)

- f. **Twelve (12) copies of each nomination package must be submitted. The deadline for receipt of complete nomination packages is 4:00 pm on the last Friday of February. There will be no discretion to extend the deadline.** Please submit nominations to GFC UTAC, c/o Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron Library. The GFC University Teaching Awards Committee (UTAC) recognizes that nominations from different Faculties might vary considerably and encourages nominators to be creative with their submissions. Nominators requiring assistance and advice to prepare their nominations should consult the Strategic Initiatives Manager, Centre for Teaching and Learning.

3. CRITERIA FOR THE AWARD

Each nomination package should address the following criteria:

- a. Provide evidence of integration, coordination and collaboration in this teaching unit.
- b. Describe the teaching climate. How do students and faculty share a sense of being engaged in intellectual inquiry and a sense of community? How does the group work together and nurture their group processes?
- c. Describe what steps the team takes to accommodate changes or address issues in teaching (e.g., subject material, delivery strategies and infrastructure).
- d. How does the unit promote excellence in teaching in the broader community (University Teaching Services, professional organizations, workshops)?
- e. What evidence exists to show that the unit has had an impact on students' careers and lives?

4. ADMINISTRATION OF THE AWARD

The GFC University Teaching Award Committee (UTAC) will adjudicate the award.

The actual award will be \$3,500 to be used for the further development and innovation of teaching in the teaching unit. Award recipients shall be recognized at the annual Celebration of Teaching and Learning.

DEFINITIONS

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

Teaching Unit	A teaching unit is defined as two or more academic staff members who collaborate to provide leadership in the preparation and coordination of instruction at the undergraduate or graduate level and who are actively involved in the delivery of instruction.
External Academic Peer	An academic peer from an academic institution OTHER than the University of Alberta

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Undergraduate Teaching Document – USRI Results](#)

[Teaching Unit Award Nominator's Form](#)

RELATED LINKS

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There are no related links for this Procedure.