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Vargo Teaching Chair 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 University procedure extends to all members of the University community.

Overview

The Chair is named after Dr. Jim Vargo, a University of Alberta alumnus ('68 BA, '70 MEd, '72 PhD) and former professor in the University of Alberta, Faculty of Rehabilitation Medicine. A much-loved and respected scholar, he taught for 23 years at the University of Alberta before retiring in 1998. Dr. Vargo passed away in January 2003.

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

Purpose

Vargo Teaching Chairs at the University of Alberta have been created to foster excellence in teaching at the University. This program is committed to supporting individuals demonstrating innovative and creative teaching methods which enhance learning by undergraduate and graduate students.

PROCEDURE

1. ELIGIBILITY REQUIREMENTS

Any full-time Associate Professor or Full Professor at the University of Alberta may be appointed as a Vargo Chair.

Normally, selections will be made annually until six Chairs have been appointed. Thereafter, selections will be made as vacancies arise.

Preference will be given to candidates who demonstrate the following:

- a. Record of excellence in teaching and established record and program of substantive research.
- b. Evidence of a fairly broad range of teaching experience at undergraduate and graduate levels with different styles of teaching (e.g. lecture, seminar, on-line, laboratory or clinical).
- c. Creativity in teaching that enhances learning and motivation among students.
- d. Leadership in various aspects of teaching in the Department/Faculty (i.e. mentoring of new staff, curriculum development, program revision, informed discussion of teaching within the Department/Faculty).
- e. Excellence in teaching and mentoring at the undergraduate and graduate levels.
- f. Evidence of funding obtained external to the University of Alberta.

2. SUBMISSION REQUIREMENTS

Submissions are to be sent each year when positions are vacant to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron, no later than 4:00 p.m. on first working day of May. All information should be single-sided except for the curriculum vitae which should be double-sided. Please 3-hole-punch all documentation and submit a total of 9 copies of each nomination.

The submission shall include these items in the following order:

- a. Curriculum vitae and **supporting documentation**
- b. Highlights of a **teaching dossier** (not to exceed 4 pages)
- c. Highlights of a **research dossier** (not to exceed 4 pages)
- d. Highlights of a **service dossier** (not to exceed 4 pages)
- e. Demonstrated evidence of **scholarly teaching**

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

Vargo Chairs may apply to renew for a further two-year term. Those applications should include all of the above (2.a. through 2.e.) as well as:

- a. A retrospective of the first three-year term
- b. A prospective of what will be accomplished in the second two-year term. If the prospective is the same project, the nominee must provide a rationale as to why the project justifies the re-funding for an additional two years.

3. SUBMISSION PROCEDURE

A submission must be forwarded by a Department or Faculty and have the support of the Dean of the Faculty. Normally, no more than one nomination may be put forward by any Dean, except in the case of the Faculties of Arts and Science where two nominations may be forwarded.

4. SELECTION

- a. Selection Committee

The Selection Committee will include the following:

- i. Provost and Vice President (Academic), Chair
- ii. A Vice-Provost appointed by the Provost and Vice-President (Academic)
- iii. Vice-President (Research) or delegate
- iv. A member of the GFC Committee on the Learning Environment appointed by the Chair
- v. A tenured faculty member (GFC A1.1) selected at large by GFC Executive Committee
- vi. An Executive member of the Students' Union or delegate (one-year appointment and may be appointed for a second year)
- vii. An Executive member of the Graduate Students' Association or delegate (one-year appointment and may be appointed for a second year)
- viii. Once members have been elected, the Provost and Vice-President (Academic) may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name one additional full-time faculty member (Categories A1.1 and A1.6) to the selection committee to ensure broad representation from the Faculty.
- ix. Resource persons as required in a non-voting capacity

b. Selection Process

The quorum for the Selection Committee for the Vargo Teaching Chairs shall be that only one member 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 appointment. The appointment will be announced at the annual Celebrate! Teaching. Learning. Research event.

5. TERMS OF APPOINTMENT

Appointments will commence on September 1.

The Vargo Teaching Chair is tenable at the University of Alberta. The term is for three years; however Chairs may re-apply for a second two-year term. Tenure of the appointment may be interrupted for sabbatical leave or if the Vargo Chair holder is conferred another University of Alberta Chair or Professorship so the two are not held concurrently. In the case where a Chair takes a sabbatical leave, the term of the appointment will be extended for the length of the sabbatical.

There will be no limitation on Departmental or Faculty privileges and rights, nor any unusual limitations on access to University or other research funds.

Vargo Teaching Chairs will be expected to develop creative endeavours in teaching, which are specifically explained in a proposal for a program of activity. Chairs will be expected, during the tenure of the appointment, to contribute to other groups on campus dedicated to the pursuit of excellence in teaching such as the GFC Committee on the Learning Environment, the Centre for Teaching and Learning and new professor orientations.

To fulfill these expectations, the Vargo Chairs must have the time to devote to teaching and the promotion of learning. Therefore, candidates normally will hold only minor administrative positions.

Vargo Teaching Chairs appointed to senior administrative positions during the term of their appointment will retain the title of Vargo Teaching Chair but must suspend obligations and forego funding provided to a Vargo Teaching Chair during the term of administration.

Vargo Chairs must include in their annual report a short account of their activities based on objectives, outcomes and alignment with *Dare to Discover: A Vision for a Greater University* and provide by September 30 a copy of the activity report to the Provost and Vice-President (Academic).

6. VALUE

Funds in the amount of \$20,000/annum will be available for approved research and teaching initiatives. The funds may be used for a variety of purposes and in a combination of ways, (i.e. hiring a graduate teaching or research assistant, developing a new teaching technology, travel to conferences, part payment of a post- doctoral fellow). No portion may be taken as salary. Funds are held by the University of Alberta 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 Chair's term.

The funds will be suspended while the recipient is on an approved sabbatical leave.

DEFINITIONS

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

Supporting Documentation	<p>A brief assessment (1500 word maximum) of the nominee's record in teaching and reasons why the nominator believes the Vargo Teaching Chair is deserved.</p> <p>A brief proposal (1500 word maximum) for a program of activity during the tenure of the Vargo Teaching Chair.</p> <p>A letter of support from the Chair/Dean in which the teaching record of the nominee is assessed.</p> <p>Three letters of support from previously supervised (graduate or undergraduate) students or post doctoral fellows, one of which must be from an undergraduate student. The letters should contain documentation on mentorship, supervision, teaching and why nominees are worthy of this high-level recognition. If the nominees do not have access to graduate students or post doctoral fellows, they are to describe how they integrate teaching and research, and engage in research-led teaching at the undergraduate level.</p>
Teaching Dossier	<p>A teaching dossier should include:</p> <ul style="list-style-type: none"> - A list of all courses taught. - Major awards and distinctions in teaching. - Philosophy of teaching. - Student evaluations including Universal Student Ratings of Instruction (USRI) percentiles 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. - Major awards and distinctions in research. - Description of impact of research on self and others' career. - Administrative and professional affiliations and responsibilities. - A list of the top 5 graduate students and post doctoral fellows supervised and a description of their career trajectory. - A list of the top 5 publications and a description of why they are significant. - A list of the grants awarded in the past 3 years, specifying agency, amount of award and title of the project(s).
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.

	<ul style="list-style-type: none">- Description of the benefits of the service activities to students, peers, the institution and community-at-large.
Scholarly Teaching	<p>The extent to which professors engage in scholarly teaching might be described in terms of these four dimensions as follows:</p> <ul style="list-style-type: none">- The extent to which they engage with the scholarly contributions of others, including the literature of teaching and learning of a general nature, and particularly that in their discipline;- The focus of their reflection on their own teaching practice and the learning of students within the context of their own discipline; whether it is unfocused, or whether it is asking what do I need to know and how do I find out;- The quality of the communication and dissemination of aspects of practice and theoretical ideas about teaching and learning in general and teaching and learning within a discipline; and- Their conceptions of teaching and learning; whether the focus of their activities is on student learning and teaching or mainly on teaching.

FORMS

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

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