Nominations for this award can be made by students, faculty members, staff or alumni. Self-nominations are not considered.

One person must act as the **Nomination Coordinator**. The role of the coordinator is to ensure that the nomination is complete and to act as the liaison between the nominee, the nomination supporters, and the Centre for Innovation in Teaching and Learning (CITL).

### Deadlines

- **Monday, May 1, 2023**: The completed **nomination form and five letters of support** must be submitted by the nomination coordinator.
- **Monday, June 26, 2023**: The **10-page application document** with a course syllabus, **up to 10 pages of appending documents and a Curriculum Vitae** must be submitted electronically by the nominee.

*Due to the number of nominations submitted and supported for this award competition, and in fairness to all nominees, extensions to the deadline date for submitting nomination documents will not be granted.*

### Nomination Document

Nominees must submit **electronic PDF files** of the following two documents to teachingawards@mun.ca, by **Monday, April 17, 2023**.

1. Application Document
2. Curriculum vitae

In preparing the application document, nominees are asked to adhere to the following length and format restrictions:

1. **Main Application Document** (**maximum 10 pages**)  
   i. Introduction  
   ii. Curriculum Development and Alignment  
   iii. Instructional Approaches  
   iv. Integration of Research  
   v. Professional Development
2. **Appendix A** (no page limit): A course syllabus from a previously taught course
3. **Additional Appendices** (**maximum 10 pages**): Additional material to support information in the main application document
In preparing the application document, nominees are asked to adhere to the following format:

- 12-point font
- single line spacing
- one-inch page margins
- table of contents
- page numbers on all content pages
- up to five minutes of audio or video may be submitted in lieu of one page of content
- Internet website addresses (URLs, QR codes) are not permitted, except when appearing in an academic reference.

*Note that the table of contents, and any separator pages or flysheets, will not be included in the overall page limit.*

Advice on the preparation of a teaching dossier may be obtained from staff of CITL.

**Contact**

President’s Awards for Excellence in Teaching  
Centre for Innovation in Teaching and Learning (CITL)  
ED3000, Education Building  
teachingawards@mun.ca