Nomination Deadlines

March 20, 2020
The completed nomination form and three letters of support must be submitted to the Dean of Science Office by the nomination coordinator.

April 24, 2020
The 5-page application document with a curriculum vitae, course syllabus, and up to 10 pages of appending documents must be submitted electronically to the Dean of Science Office by the nominee.

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

One person must act as the Nomination Coordinator. The coordinator must ensure that the nomination is complete and must serve as the liaison between the nominee, the nomination supporters, and the Dean of Science Office.

Eligibility

Any current Academic Staff Member within the Faculty of Science of Memorial University may be nominated for the Dean of Science Distinguished Teacher Award, provided they have served for a minimum of five years and are not a former recipient of the award.

Questions of interpretation or application of award eligibility criteria and procedures shall be referred to the Dean of Science, whose decision will be final.

The Award

Recipients of the Dean of Science Distinguished Teacher Award will be honoured with the following:

1. $1,000 to be used by the recipient in support of teaching activities
2. Recognition and citation from the Dean of Science
Criteria

The Dean of Science Distinguished Teacher Award is given in recognition of a faculty member’s extended record of excellence in teaching. It is presented by the Dean of Science each year to a faculty member whose sustained commitment and creative approach to teaching has contributed to the improvement of the overall quality of teaching within the Faculty of Science. The nominee must provide evidence of outstanding achievement in teaching effectiveness through:

- **Curriculum Development:** Engages learners at appropriate levels of complexity. Aligns learning outcomes with instruction and assessment.

- **Instructional Approaches:** Approaches that provide authentic, engaging learning experiences using modern teaching practices. Examples of adjustments made to teaching and learning methods based on reflection and student feedback is an asset.

- **Integration of Research:** Evidence-based teaching that integrates seminal and current research findings. Integration of personal research into course content is an asset.

- **Professional Development:** Participation in formal and/or informal professional development. Contribution to a positive teaching and learning environment, educational leadership and/or educational scholarship is desirable.

Nomination Process

The following procedure should be followed by the nomination coordinator:

1. Print the Nomination Form:

2. Obtain the nominee’s acceptance of the nomination and have him/her sign the nomination form. Inform the nominee that acceptance of the nomination will require the self-submission of a current curriculum vitae and an application document.

3. Obtain the signatures of eight people who support the nomination.
   - At least four supporters must be former students of the nominee.
   - At least one supporter must be a faculty member of Memorial University. Included in this group are those with a term/contractual appointment, retired faculty members, and professors emeritus.
   - The nomination coordinator may be one of the supporting signatories and may provide a letter of support.
4. **Three** supporters listed on the nomination form must write **individual** letters of support.
   - **One** letter must be written by a current faculty member.
   - **Two** letters must be written by former students of the nominee.
   - Additional letters may be used to strengthen the application.
   - All letters of support should be current, should address award criteria, and should be professional in content, structure and format.
   - All letters of support should be **signed** and **dated**.
   - Letters should be specific and serve as an authentic, personal account of the influence the candidate has had on learning and/or professional growth.
   - If a nomination supporter is not available to sign the nomination form or letter, the nomination coordinator may include a copy of email correspondence along with an affidavit signed by the coordinator verifying submission of complete and unedited letters.
   - Letters are to be submitted with the nomination form as a single nomination package.

**Nomination Documents**

Nominees must submit electronic pdf files of the following two documents to the Dean of Science Office, deansci@mun.ca, on or before the submission deadline.

1. **Main Application Document** (maximum 5 pages)
   - Evidence of outstanding achievement in teaching effectiveness with respect to the four main criteria: Curriculum Development, Instructional Approaches, Integration of Research, and Professional Development.

2. **Appendix A** (no page limit)
   - Curriculum vitae

3. **Appendix B** (no page limit)
   - A course syllabus from a previously taught course

4. **Optional 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

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