**NOMINATION FORM**

(To be submitted along with Nomination Package to teachingawards@viu.ca.)

**NOMINATION FOR AWARD:***Please choose your category choice from the dropdown menu:*

Choose CATEGORY from dropdown menu

Name of Nominator: Title. Click here to enter name. Position/s: Click here to enter text.

Name of Nominee/s: Title. Click here to enter name. Position/s: Click here to enter text.

Faculty/Faculties: Click here to enter text.

1. All nomination packages should be contained in **ONE** PDF file.
2. This nomination form itself should not be included in the nomination package but should be submitted separately.
3. Please include the following in your nomination package (nominations may be disqualified if there are items missing):

[ ]  **Title Page**:

* Names of:
* Nominee/s
* Faculty/s
* Dean/s
* Nominator
* Supporters
* Award category applied for.

[ ]  **Table of Contents** of the Nomination Package

[ ]  **Approval from Dean** of the Nomination Package

[ ]  **Executive Summary** (1-2-page maximum), of key points written by the Nominator

[ ]  **Statement of Teaching Philosophy** (1-page maximum), written by each Nominee.

Should be well-articulated and clearly reflect the connection to the award.

**Teaching and Learning Design and Practice Narrative** (5-page maximum), written by the Nominee/s

* This section should help the Committee to understand how the Nominee’s teaching philosophy is enacted and should include the following:
	+ 2-3 strategies of how the Nominee designs and practices what happens in his or her own classroom.
	+ 2-3 examples of effective strategies, providing the rationale behind the strategies, and offering evidence for their effectiveness.
	+ Descriptions of impact on student learning related to learning outcomes and intentions.
* **Note**: examples could describe a novel assignment, a series of lab experiments, exceptional fieldwork, innovative lecturing, and so on.

 **The following are examples of supporting evidence that may be included** (5-pages total)**:**

* Inquiry projects that focus on student learning outcomes in the discipline.
* Demonstration of innovation in teaching and learning in one’s discipline (new methods, tools, resources, strategies for learning).
* Work on curriculum development and reviews.
* Evidence of impact on public or institutional policy.

[ ]  **Educational Leadership Details** (1-page maximum), written by the Nominee/s

* This section elaborates teaching design and practice happening beyond the classroom, and should answer the question, “What has the Nominee done to further knowledge of teaching in the discipline, across the university and beyond?” Leadership presupposes a persistent focus on teaching innovation and learning enhancement, a professional commitment to continually deepen one’s understanding of effective teaching, and a willingness to model ways of thinking and acting and engage colleagues in exploring new and innovative teaching practices.

 **The following are examples of supporting evidence that may be included** (1-page total)**:**

* Providing workshops for colleagues on some aspect of teaching improvement or inquiry, both in one’s own discipline and elsewhere.
* Invitations as a plenary speaker or being called on to speak as an expert on television or radio on teaching and learning matters.
* Work with Teaching and Learning Centre/Committees, or with organizations/associations to promote teaching excellence.
* Serving as a consultant on government policy bodies; contributing to public education on key disciplinary matters.

[ ]  **Curriculum Vitae** of the Nominee/s

*(It is strongly advised that the nominee’s CV be mapped to the recommendation, i.e., how does the nominee’s experience support the nomination?)*

[ ]  **Letters of support** from one to (no more than) three colleagues

*(Letters should include descriptive comments about support for nominee/s and clearly identify abilities in design and practice relating to the award applied for.)*

[ ]  **Letters of support** from one to (no more than) three students

*(Letters should include descriptive comments about support for nominee/s and clearly identify abilities in design and practice relating to the award applied for.)*

[ ]  **Summary of Course Evaluations** if available, and most recent (not full evaluation packages).

**Nominator’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**Dean’s Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**Nominee Waiver**: I release to Vancouver Island University’s Communications Office and the Office of the Provost and Vice-President Academic the information in this package for use in media releases, university publications, and the Provost Website <https://www2.viu.ca/pvpa/> .

**Nominee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**Important note regarding re-submission**:

Should a nomination be unsuccessful, if the nominator intends to resubmit the nomination package in the following year, the Associate Vice-President, Academic will offer to meet with the Nominator to discuss improvements for the unsuccessful nomination. It is strongly advised that Nominators avail themselves of this opportunity, and that the resubmitted nomination packages reflect at least some aspects of this feedback.