**Nomination Form - to be submitted along with Nomination Package to** [**teachingawards@viu.ca**](mailto:teachingawards@viu.ca)**.**

**NOMINATION FOR AWARD:***Please choose your first AND second category choice from the two dropdown menus:*

**Choose FIRST CHOICE from dropdown menu**

**Choose SECOND CHOICE from dropdown menu**

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

Name of Nominee: 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.

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

Faculty/Faculties: Click here to enter text.

**Please include the following in your nomination package:**

**Title Page**, include names of: nominee/s, faculty/s, Dean/s, Nominator, Supporters, and name of award.

**Table of Contents** of the Nomination Package

**Note**: Include the nomination form and **your first and second category choice**.

**Approval from Dean** of the Nomination Package

**Executive Summary** of key points written by the Nominator (2-3 pages maximum)

**Statement of Teaching Philosophy** (one page), written by each Nominee.

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

**Teaching and Learning Design and Practice Narrative**, 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:**

* 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).
* Public and peer-reviewed sharing of teaching and learning discoveries (for example through presenting at conferences in the field or in higher education more generally, publishing in academic journals, etc.).
* Work with Teaching and Learning Centre/Committees.
* Work on curriculum development and reviews.
* Work done with organizations/associations to promote teaching excellence.
* Demonstrated success in obtaining grants for teaching and learning research.
* Invitations as a plenary speaker or being called on to speak as an expert on television or radio on teaching and learning matters.
* Serving as a consultant on government policy bodies; contributing to public education on key disciplinary matters.
* Work with policy makers to promote the fair assessment of teaching and the institutional recognition of student learning.
* Media clippings or reviews or articles written for a lay audience on matters of public interest.
* Evidence of impact on public or institutional policy.

**Educational Leadership Details,** 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. For example, providing workshops for colleagues on some aspect of teaching improvement or inquiry, both in one’s own discipline and elsewhere, is a one way of demonstrating of educational leadership.

**Curriculum Vitae** of the Nominee/s

**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.

**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/> .

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

**Important note regarding re-submission**:

Should a nomination be unsuccessful, the nomination package will remain active for one more year and will be resubmitted, unless it is withdrawn. The Associate Vice-President, Academic will offer to meet with the Nominator to discuss reasons for the unsuccessful nomination and to suggest improvements. 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.