

THE FATHER WILLIAM A. STEWART, S.J., MEDAL FOR EXCELLENCE IN TEACHING NOMINATION DOSSIER

Criteria: This award is open to current full-time faculty members who have completed at least five years of teaching service at Saint Mary's University and have made significant contributions to the education of Saint Mary's students through excellence in teaching and service.

The Selection Committee will consider:

- a) Teaching ability and classroom performance,
- b) Interaction with students, and
- c) Extracurricular contributions to the life of the University.

Nominations: Members of the Saint Mary's University Alumni Association, University employees, and students may submit a Nomination Dossier, which should make a persuasive case using evidence from a variety of sources, including the candidate, students, peers, former students and teaching materials.

Nomination

Dossier: To promote consistency and fairness, submissions must be compiled in the given order on a maximum of 18 numbered pages, single-spaced in 12-point font with standard 1" margins. In addition to the attached Nomination Form (max. 1 page), the Nomination Dossier must include:

- 1) A letter from the primary nominator, illustrating the candidate's major strengths (max. 3 pages).
- 2) A letter of reference from a Saint Mary's colleague (max. 2 pages).
- 3) A letter of reference from a **former** student who has participated in a course offered by the professor within the past five years (max. 2 pages).
- 4) A letter of reference from a **former** student (optional, no timeline restriction, max. 2 pages).
- 5) A Curriculum Vitae prepared by the candidate (max. 8 pages), to include a) a teaching philosophy statement, b) highlights of major academic career achievements in teaching, service and research, c) a list of all courses taught at Saint Mary's over the past five years, and d) information from student evaluations of teaching, to be submitted on the attached template.

Note: All letters should describe the candidate's impact on Saint Mary's University and its students, and letters from students who are enrolled in courses taught by the candidate will not be accepted.

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NOMINATION DOSSIER (CONTINUED)

Selection: Previous winners of this award are ineligible for re-nomination. Previous candidates may be re-nominated.

The Selection Committee will include three members of the Saint Mary's University Alumni Association, one current Saint Mary's University Student, and one current Saint Mary's University Faculty member. Members of the Committee may be substituted in the event of conflicts of interest, including current working or teacher-student relationships, or previous support of the nomination of any of the current year's candidates.

The Committee reserves the right to withhold the award in any year where nominations do not meet criteria/eligibility standards. The deadline for nominations is **March 10, 2012**. We are unable to accept incomplete/late submissions.

Timeline: The nomination period will commence in early January, and consideration will take place in mid-March.

The recipient will be presented with a plaque during Spring Convocation, as well as a \$1,500 monetary award during an annual event to celebrate the recipients of the Alumni Association Awards, which is funded equally by the Alumni Association and the Faculty Union.

NOMINATION FORM

Nominee's Name	
Nominee's Department	
Nominator's Name	
Nominator's Phone Number	
Nominator's E-mail Address	

SUPPORTING NOMINATORS (10)

(alumni, faculty members, or students who are not currently enrolled in courses taught by the candidate)
Please Note: All fields are mandatory – we are unable to accept incomplete submissions

Name	Degree	Connection to Nominee	Phone	E-mail
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Submit your completed Nomination Dossier to the Alumni Office:
***E-mail:** alumni@smu.ca, **In Person:** 867 Robie Street
Mail: SMU Alumni Office, 923 Robie Street, Halifax, NS B3H 3C3
 (*electronic entries are the preferred method of submission)

NOMINATIONS MUST BE RECEIVED BY FRIDAY, MARCH 9, 2012

Once a Husky...Always a Husky!

www.smu.ca/alumni



ALUMNI

STUDENT EVALUATIONS OF TEACHING

Note: This section requires data from the Instructor/Course Evaluation (ICE) System

Part One – Summative Evaluation:

Please provide data generated from the two global questions (30 and 31) from **three** of your past **five** courses that include 15 or more Registrations.

Q 30. Compared to other courses I have taken at Saint Mary's this course is:

Course CRN, Title, Semester & Year Taught	No. of Registrations	Mean Rating/5
1.		
2.		
3.		

Q 31. Compared to other instructors I have taken at Saint Mary's this instructor is:

Course CRN, Title, Semester & Year Taught	No. of Registrations	Mean Rating/5
1.		
2.		
3.		

Part Two – Formative Evaluation:

On the balance of this two-page template, please provide information from some of the formative assessment data you have received from students in these courses, including commentary on how you have used this feedback in your teaching and/or courses. This data may be drawn from the two open-ended ICE questions or any other mechanism you use to gather student feedback.

Note: The nominee may delete the above paragraph to allow for more space on the template. This section will count as two of the Nomination Dossier's six Curriculum Vitae pages.

STUDENT EVALUATIONS OF TEACHING (CONTINUED)

