

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 full-time 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 candidates who:

- a) Demonstrate teaching ability and classroom performance
- b) Demonstrate capacity to engage learner interest in the subject
- c) Develop and clearly communicate student learning outcomes, course requirements, and pathways to success
- d) Use approaches to teaching and evaluation of learning that respect diverse student learning needs
- e) Demonstrate active, experiential learning in and outside the classroom
- f) Demonstrate reflective teaching, for example by
 - › engaging in the scholarship of teaching and learning- sharing good practice with others through workshops, presentations, or publications on teaching and learning
 - or**
 - › participating in professional development activities to enhance teaching practice

Nomination:

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.

For guidance in compiling your Nomination Dossier, please contact the Studio for Teaching & Learning at studio@smu.ca.

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Selection:

Previous winners of this award are ineligible for re-nomination. Previous candidates may be re-nominated. Previous nominations can be re-submitted for consideration for up to two years after the nomination is first received. Following the two year time period, a new Nomination Dossier would need to be submitted.

The Selection Committee will include at least three members of the Saint Mary's University Alumni Association, one member of the Saint Mary's University Students Association, 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. Please see our web page for annual submission deadlines. We are unable to accept incomplete/late submissions. We are unable to accept incomplete/late submissions.

Completed Nomination Dossiers can be submitted to the Alumni Office:

E-mail: alumni@smu.ca

Contact the Alumni Office at 902-420-5420 if you have questions regarding electronic submission.

The award will be presented during Spring Convocation. A monetary award equaling \$1,500 is funded by the Alumni Association and the Faculty Union.

Nomination Form

Nominee's Name and Email Address	
Nominee's Department	
Nominee's Full-Time Teaching Start Date	
Nominator's Name and Email 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	Email

Submit your completed Nomination Dossier to the Alumni Office:

*E-mail: alumni@smu.ca



Nomination Form

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 taught in the last two teaching years. These classes must include 15 or more Registrants.

Q 1. 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 2. 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.			

Nomination Form

Student Evaluations of Teaching (continued)

Part Two – Formative Evaluation:

In the text field on page 5, please provide information from some of the formative assessment data you have received from students in these courses. This data may be drawn from the two opened-ended ICE questions. Include a paragraph on why you chose these classes to review, and a paragraph outlining how you have reflected on/addressed this feedback to enhance your teaching and/or courses.

Answer: