Renison University College Teaching Excellence Award
Nomination Form

All sessional teachers and faculty members, whether full-time or part-time, are eligible to receive this award, but no more than once every five years.

The award recognizes excellent teaching in a given year for presenters of at least one credit course offered by the College.

Excellent teaching by Renison personnel in courses offered by other units of the University of Waterloo would not enter into this award; those other units have the opportunity to recognize superior teaching of their courses from whatever source.

Nominations can originate among students, colleagues, staff or alumni of the College.

Criteria:

1. The nominee for this award will have a record of excellent teaching at Renison University College over an extended period, usually at least three years.
2. There will be evidence of intellectual vigour and communication skills in the interpretation and presentation of subject matter, along with evidence of educational impact beyond the classroom.
3. There will be evidence of the instructor’s concern for and sensitivity to the needs of students.
4. There will be a favourable and lasting influence on students, and, where relevant, on colleagues.

This distinction will be awarded at the Spring Convocation ceremony.
**Nomination Procedure**

1. Complete the *Nominee Basic Information* form.

2. Include a summative letter from the nominee’s Chair/Director (or Academic Dean when the Chair/Director is the nominee), which includes:
   a. A listing of the courses taught by the candidate over the past three years, information on course enrolments, and the length of time the nominee has been at Renison.
   b. Confirmation of appropriate course evaluations.

3. Five or more nomination letters; of these, at least three should be from present or former students.
   a. Questions posted to nominators
      i. How did you become familiar with the nominee’s teaching? Was s/he your instructor? For what course? When?
      ii. What makes the nominee’s teaching exceptional?
      iii. Please describe the nominee’s impact on student learning. Use specific examples to illustrate your observation whenever possible.
   b. The following is a list of other items that are often included in successful nominations:
      - The nominee’s teaching approaches, special strengths, and impact on student learning and development.
      - Samples of excellent or innovative teaching materials, such as course handouts, project descriptions, assignments.
      - Descriptions of teaching innovations, if possible with evidence of their success in promoting better student learning.
      - Evidence of major contribution to curriculum development.
      - Evidence of success of former students that can be traced back to the influence of the candidate (e.g. student projects or theses submitted for publication, prizes and honours awarded to students, examples of excellent student work).
      - Letters from colleagues providing they have direct knowledge of the candidate’s teaching abilities and achievements.
      - Honours and awards for teaching, for example from student societies or professional organizations.
      - Evidence of work with colleagues to promote better teaching (e.g. presenting seminars on teaching, acting as a mentor to new faculty, organizing workshops for teaching assistants).
Selection
The Selection Committee operates as a sub-committee of the Governance Committee of Renison’s Board of Governors, and consists of two undergraduate students (one representing the Renison Academic Student Council (RASC) and one representing Bachelor of Social Work (BSW) students), two members of the Regular Faculty (at least one from the Teaching Committee), two members of the Governance Committee with academic backgrounds* who are not employed by Renison, and the Academic Dean as chair.

*If there are not two members of the Governance Committee with academic backgrounds, then alternative members of the Board of Governors who do have such background will be asked to serve on the Selection Committee.
* = Required Field

Nominee Basic Information

First Name* ________________________________

Last Name* ________________________________

Middle Initial(s) __________________________

Email* ________________________________

OR

Phone Number* ( ) __________ - __________

Cell Phone Number ( ) __________ - __________

Address ____________________________________________________________________________

City ____________________________ Province ____________________________

Postal Code ____________________________ Country ____________________________

Is the nominee an alumnus/a of Renison University College?*

Yes _____

No _____

Unsure ______
Nominator

First Name* ____________________________________________

Last Name* ____________________________________________

Middle Initial(s) ________________________________

Email* ____________________________________________

OR

Phone Number* ( ) ___________ - _________________

Cell Phone Number ( ) ___________ - _________________

Address* ____________________________________________

City* ________________________________ Province* ________________________________

Postal Code* ________________________________ Country* ________________________________

Relationship to Nominee*

________________________________________________________________________

________________________________________________________________________

Please attach to this form the previously mentioned required documentation and any additional information as appropriate.

Nominations should be delivered in a sealed envelope.

This nomination form and accompanying documents may be mailed to:

Renison University College
c/o The President’s Office (Honour Nomination)
240 Westmount Rd. N
Waterloo, ON
N2L 3G4

Page 5 of 5