

# Excellence in Teaching Award Nominee Dossier Requirements Checklist

## DEADLINE FOR SUBMISSION:

The selection committee greatly appreciates the time and effort you commit to preparing your dossier.

### Important points:

- The Dossier should be concise and built as one coherent narrative.
- The Dossier must not exceed 50 pages.
- The dossier should be uploaded as one complete PDF document with table of contents, each section named as indicated below (e.g. 1-1 Nominator's Letter, etc.) and preferably with live links in the table of contents to each section.
- Ensure any scanned pages are legible.
- When including URLs, please provide short descriptions & indicate what the committee should be focusing on. Each hyperlink/URL will count as two pages in the nomination package.
- CV not required.
- Nominee is responsible for obtaining & submitting all materials for the dossier.
- All five sections of the dossier are required before the file will be considered.

<b>1</b>	<b>Letters of Nomination</b>	
	1.1	Nominator's Letters (we encourage you to share your teaching philosophy with your nominator to assist in crafting the letter of nomination.)
<b>2</b>	<b>Teaching Context and Teaching Philosophy</b>	
	2.1	Teaching Philosophy Statement (Your teaching philosophy should demonstrate what you're trying to achieve in your teaching. What are the foundations of those goals?)
	2.2	Overview and description of your teaching in the last 5 years (Please explain your teaching load and the types of courses you teach i.e. reduced load, seminar classes, studio classes, etc.) (What are the challenges in teaching these types of courses and how does your teaching philosophy address these challenges? )
<b>3</b>	<b>Letters of Support</b>	
	3.1	Letters of support from former students (no more than 3) (we encourage you to share your teaching philosophy with former students)
	3.2	Teaching related letters of support from others (no more than 3) (we encourage you to share your teaching philosophy with individuals providing letters of support) (letters of support should communicate how the nominee makes distinctive contributions to student learning and institutional excellence in teaching.)
<b>4</b>	<b>Evidence of Teaching Excellence</b>	
	4.1	The evidence should support your teaching philosophy (may include: examples of effective/innovative teaching strategies, examples of course materials, examples of course evaluations, student comments, peer reviews of teaching.)
<b>5</b>	<b>Evidence of Professional Development and Leadership in Teaching</b>	
	5.1	May include: Teaching Centre workshops and events, attending teaching conferences, presentation on teaching or SoTL at a conference, mentorship, recognition received, seminars & workshops, personal reflections on teaching. The evidence should support your teaching philosophy, i.e. How does your leadership build out from your teaching philosophy? How does your PD reflect your commitment to build on your teaching excellence?