



BOARD OF GOVERNORS TEACHING CHAIRS Guidelines

1. PREAMBLE

The Board of Governors Teaching Chairs (BoGTC) program is intended to recognize faculty who are exceptional teachers and will further the enhancement of teaching excellence at the University of Lethbridge (UofL). The BoGTC will propose and engage in an original and high-quality scholarship of teaching and learning or teaching-related project that advances the excellence of teaching and learning at the UofL. The BoGTC are role models of teaching excellence for all instructors at the UofL. In addition to their responsibilities as co-chairs of the Teaching Centre's Advisory Council, the BoGTC works closely with the Teaching Centre to identify new directions and projects, which enhance teaching excellence and the scholarship of teaching and learning at the UofL.

2. RESPONSIBILITIES

- 2.1. Appointment as a BoGTC is for a two-year term including any study leave or other form of leave.
- 2.2. Appointed BoGTC shall provide a one-page annual report to the Board through the Provost & Vice-President (Academic). This report will be due on June 30th of each year of the appointment.
- 2.3. Appointed BoGTC shall co-chair the Teaching Centre Advisory Council during the two-year appointment.
- 2.4. Appointed BoGTC shall engage in a scholarship of teaching and learning research project, or lead a teaching-related project that will enhance teaching and learning at the U of L.
- 2.5. At the completion of their tenure, the BoGTC shall produce an article for the Teaching Centre Magazine based on their two-year project.

3. PROCEDURES FOR APPOINTMENT

3.1. Application Procedures

- 3.1.1. The Office of the Provost & Vice-President (Academic) will announce a *Call for Applications*. This will normally be made in October of each year with application packages to be received by January 15th.
- 3.1.2. The applicant must assemble an application package that includes the following:
 - i. A current curriculum vitae;
 - ii. A statement of the candidate's philosophy of teaching;
 - iii. A brief self-assessment (1,500 word maximum) of the candidate's record in teaching, contributions to teaching development, and/or scholarship of teaching;
 - iv. Current evidence of excellence in teaching and/or scholarship of teaching. Such evidence might include, but need not be restricted to, student evaluations of courses taught by the nominee; and

- v. A brief proposal (1,500 word maximum) outlining a program of activity for the tenure of the appointment, and explaining the expected impact of the appointment beyond the term of the award;
- 3.1.3. The applicant should arrange to have the following items submitted directly to the Office of the Provost & Vice-President (Academic):
- i. A letter of support from the Dean of the applicant's Faculty;
 - ii. A letter of support from the applicant's Department Chair, Area Chair or immediate supervisor, discussing the teaching and/or scholarship of teaching record of the applicant;
 - iii. Two letters of support from colleagues who are familiar with the applicant's teaching; and
 - iv. A maximum of three solicited letters of support from former students whom the applicant has taught within the last five years.

3.2. Selection Criteria

- 3.2.1. BoGTC appointments are based on a record of teaching excellence and/or excellence in teaching scholarship.
- 3.2.2. A BoGTC must:
- i. possess a proven record of teaching excellence that demonstrates strong potential to become a leader in enhancement of teaching excellence and/ or the scholarship of teaching and learning;
 - ii. be a faculty member holding the rank of Associate or Full Professor and demonstrate a commitment to leadership during the tenure of the award; and
 - iii. propose an original and high- quality scholarship of teaching and learning and/or teaching-related proposal that they intend to engage in for the duration of their term that advances the excellence of Teaching and Learning at the UofL.

3.3. Selection Committee

- 3.3.1. The BoGTC Selection Committee will be chaired by the Provost & Vice-President (Academic) and will consist of:
- Two (2) recipients of the University of Lethbridge Distinguished Teaching medal, appointed by the President;
 - One (1) undergraduate student appointed by the University of Lethbridge Students' Union;
 - One (1) Graduate Student appointed by the Graduate Students' Association; and
 - The Academic Director of the Teaching Centre as a non-voting resource.

Quorum of the committee is 80% (4 of 5 members). The proceedings of the selection committee are to be confidential.

- 3.3.2. Based on the decision(s) of the BoGTC Selection Committee, the Provost &

Vice-President (Academic) shall prepare a summary and recommendation to the President who, in turn, will make a recommendation to the Board of Governors for final approval.

- 3.3.3. One (1) Teaching Chair will be awarded each year. If a BoGTC is not awarded in any year, it may be awarded in a future year on the recommendation of the President.

3.4. Re-Appointment

BoGTCs are not eligible for re-appointment.

3.5. Termination

Only full-time, associate or full-professor faculty members are eligible to hold a BoGTC. Faculty members who are denied contract renewal, or who alter their employment status from full- to part-time or adjunct, are not eligible to hold a BoGTC.

4. ENTITLEMENTS

- 4.1. A Faculty Member awarded a Teaching Chair will be identified as a BoGTC.
- 4.2. Appropriate recognition of the BoGTC will be made, including a list of recipients published in the University Academic Calendar and a list of recipients available on the applicable UofL website. BoGTC's will be presented with a framed certificate that identifies their appointment. Certificates will normally be presented at the Spring Convocation Ceremony.
- 4.3. The BoGTC is entitled to two course releases per academic year (July 1 to June 30). The Dean of the Faculty/School must assign a minimum teaching duty of two (2) courses per academic year to the BoGTC. The Board of Governors shall provide \$6,000 per course to the Dean of the Faculty/School for the BoGTC course releases.
- 4.4. The BoGTC is entitled to a one—time \$5,000 grant for conference travel or other dissemination or performance activities.