

## **FACULTY AWARDS COMMITTEES**

### **R. MOHAN MATHUR AWARD OF EXCELLENCE IN TEACHING COMMITTEE**

*Approved Faculty Council, 2010 Dec 10*

*Revised Faculty Council 2016 Dec 15*

The teaching of students at the undergraduate and graduate levels is a mission of our Faculty. We are proud of our many excellent teachers. In order to recognize these teachers, the Faculty of Engineering awards an annual Outstanding Teacher Award.

#### **TERMS OF REFERENCE**

The award is to be based on outstanding contributions to the academic development of students.

All full-time and part-time lecturers of the Faculty of Engineering are eligible for consideration for the award. Individuals may receive the award more than once, however, there needs to be a clear demonstration of a significant, incremental change since winning previously.

One award will be made annually.

The award will consist of a plaque, a certificate and a cash award of \$500.00. The prize will be presented at a public ceremony.

If there is no suitable candidate in a year no award will be made.

At the discretion of the committee, nomination packages of worthy nominees can stand for up to 3 years. This decision will be communicated to the nominator and the nominee. The nominee can either accept or decline their standing nomination. Annually the nominator/nominee will be given the opportunity to update the nomination package.

Selection of the Award winning nominee will be by a committee which will be chaired by the Dean of Engineering and consisting of the Associate Dean (Undergraduate Studies) and four faculty members (appointed by Faculty Council) with one faculty member from each of the Departments in the Faculty of Engineering serving staggered two year terms, with the winner(s) of the award from the previous year serving a two year term (the member(s) from the winners' Department(s) would then step down to keep membership at one per Department), one undergraduate and one graduate student elected by their respective council.

Nominations, in one (1) hard copy and one (1) electronic soft copy, will be received by the Dean's Office until 4:00 p.m. on October 31<sup>st</sup> (or the Friday preceding, if October 31 falls on a weekend). The nomination package must include the following:

- A letter of nomination from the nominator(s);
- a curriculum vitae of the nominee;
- a teaching dossier of the nominee;
- copies of teaching evaluations;
- support letters from students (at least 3 but no more than 7 letters)
- other supporting documentation that the nominator (or nominee) would like to include (up to 10 pages)

The nomination package should address the following areas:

- Classroom instruction (lectures, small groups, labs, etc.).
- Academic counselling, tutoring and advising of students;
- Graduate student and thesis supervision;
- Course design;
- Curriculum development;
- Preparation of education materials, including textbooks, films, self-instruction packages and study guides;
- Instructional development;
- Research on university teaching;
- Development of innovative teaching methods;
- Educational planning and policy-making.