

## **St. Francis Xavier University Outstanding Faculty Teaching Award**

The St. Francis Xavier University Outstanding Faculty Teaching Award recognizes teaching contributions made by faculty members at StFX who have contributed exceptionally to students' learning experiences.

### **Eligibility:**

Eligible teaching faculty members include tenured faculty, tenure-stream faculty, limited-term faculty, and part-time faculty members (part-time academic instructors) of StFX.

Candidates for the award must be nominated by at least four people. Nominations may be written by StFX students who are in their graduating year, full-time faculty, part-time academic instructors, teaching staff, and alumni. A signed, hard-copy letter or PDF nominating the candidate should include the candidate's name, department, the nominator's name, program/year of graduation and/or current department, and signature and these letters should be submitted directly to the chair of the St. Francis Xavier University Outstanding Faculty Teaching Award committee.

The nomination letters lend strong support to a candidate's consideration for a teaching award. These letters should outline the impact the nominee's teaching efforts have had on students' progression through their degree program. A person may only nominate one individual in a given academic year for the St. Francis Xavier University Outstanding Faculty Teaching Award. Nominations are valid for the year in which the nomination letter is received and for an additional two years (i.e. a total of three successive years).

Eligible nominees may not be on leave (Administrative Leave, Study Leave, Leave of Absence) during all or part of the academic year preceding the summer in which the awards would be held. Award winners are not eligible for the award again during the two years subsequent to the date of the award.

### **Award criteria:**

- 1) Teaching, at all levels, is the primary activity of a University. It is not confined to a commitment to formal instruction, but includes every way in which a teacher has influence upon students – by lecturing, by inspiring, by encouraging, and by guiding and directing. Also, it may involve day-to-day participation in the intellectual, social, and recreational environment of the campus.
- 2) Effectiveness in teaching is demonstrated in lectures, seminars, laboratories, and tutorials as well as in more informal teaching situations. It is recognized, however, that scholarship must be manifested in the teaching function and that a dogmatic attempt to separate “scholarship” and “teaching” is somewhat artificial.
- 3) Three major elements should be considered in assessing teaching effectiveness (as outlined under article 2.2.1: 2.1-2.4 of Third Collective Agreement):
  - a. The degree to which the faculty member is able to stimulate and challenge the intellectual capacity of students
  - b. The degree to which the Faculty member is able to communicate well; and,
  - c. The degree to which the Faculty member has a mastery of his or her subject area.
- 4) Quality of teaching may also be judged from academic reputation enjoyed by a Faculty member with his or her students, and with colleagues at the University and at other institutions

**Dossier:**

Nominees must provide evidence that supports his/her case for a St. Francis Xavier University Outstanding Faculty Teaching Award in the form of a dossier that must not exceed thirty pages in length. In the dossier, the candidates must address the following:

- A statement of teaching and learning philosophy
- The elements listed in point 3) of the “Award criteria” (above)
- Evidence of effective teaching methods as outlined in Article 2.2.2.1.1: 5.1 -- in particular course content and instruments devised for evaluating student performance
- Evidence of students’ evaluation of your teaching as reflected in quantitative and qualitative course evaluation data. Quantitative data must include *three years of data* for all courses taught at StFX over that three year period, formatted in a one-page table with university norms for comparable courses. Qualitative data must be included in an efficient format. Nominees are reminded this material must adhere to the thirty page limit.
- Evidence of grade analysis – this can be accessed via “Grade Analysis” in Mes Amis

If needed, the St. Francis Xavier University Outstanding Faculty Teaching Award committee may request additional information from a nominee.

**Timeline:**

- An initial call for letters of nomination will be given by December 1<sup>st</sup>.
- January 31<sup>st</sup> deadline for nomination letters to be received by the St. Francis Xavier University Outstanding Faculty Teaching Award chair.
- Candidates’ dossiers submitted to the St. Francis Xavier University Outstanding Faculty Teaching Award committee in early-to-mid March (date set by chair).
- The committee will make its selection and recommendations to the AVP by April 10<sup>th</sup>. Once the nominee has accepted, the chair of the Outstanding Teaching Award committee will communicate the information to the Ceremonial Officer by April 15<sup>th</sup>, before Spring Convocation.
- A brief (max 200 words) citation should be prepared for each award winner for reading at Spring Convocation. This citation should be prepared, and is normally read, by a nominator of the award winner and arrangements will be made by the chair of the Outstanding Teaching Award committee so that this person is put in contact with the Ceremonial Officer.
- The chair will send copies of the nomination letters, CV, and statement of teaching and learning philosophy to the Ceremonial Officer for the bio in the convocation program.

**Committee makeup:**

- Three elected members, one from each of Arts, Science, and Business/Education – three year terms on an alternating basis. Elected members must be tenured faculty.
- One appointed member (appointment by AVP) of the university community (faculty, part-time academic instructors, alumni, students in graduating year)
- Two student members who are in their graduating year

The chair for the committee is elected by the committee members. The chair will also serve as chair of the St. Francis Xavier University Outstanding Staff Teaching Award committee.

Faculty members are elected to the committee at a Fall meeting of the University Faculty. Student members are selected by the Students' Union by November 1. The member of the University community chosen by the Academic Vice-President will be chosen by November 1.

**Award:**

Following assessment, the St. Francis Xavier University Outstanding Faculty Teaching Award committee will recommend up to three nominees for the St. Francis Xavier University Outstanding Faculty Teaching Award. The monetary amount of the award will be consistent with the URPTA amount.

Note: For the purposes of the Outstanding Teaching Award guidelines, "Teaching Staff" will include the following groups: Lab Instructors, Nurse Educators, Coady Teaching Staff, Extension Program Staff, Writing Centre Skills Instructors, and Librarians.