

Capilano University Teaching Excellence Awards

Terms of Reference

Purpose

The Teaching Excellence Awards were created in 2018 to further Capilano University's mandate as a teaching-focused institution, recognize outstanding faculty, and to communicate to internal and external community members the quality of educators employed at Capilano. The latter goal of quality education is a fundamental element of recruitment of students and faculty to this institution.

There are five awards available each year.

Criteria

The Teaching Excellence Awards recognize excellence in teaching, as nominated by students. The nominations are adjudicated by committee according to the following criteria:

- Transformation of learning;
- Fostering a sense of learning community;
- Supporting multiple means of engagement during in-person and remote learning;
- Utilizing interactive teaching methods;
- Valuing student perspectives and diverse ways of knowing and being;
- Supporting health and wellbeing.

Eligibility

Nominees must be faculty members who teach at least one undergraduate level course at CapilanoU per academic year. There is no minimum number of courses taught. Past recipients may not be awarded again for 5 years.

Nominations by students are accepted through the online nomination form. Students may nominate more than one instructor.

If a nominee is on the adjudication committee, they will be asked to step-down from the committee or not be nominated.

Nomination Process

Starting in Fall 2023, there will be two nomination periods a year, one in the fall and one in the spring, with awards being announced in the spring.

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Reviewed by TLAC on January 5th, 2023

Reviewed by CTE on January 10th, 2023

Approved by TEA Committee on January 6th, 2023

Adjudication Process

The CapU TEAs are adjudicated by a committee consisting of a Chair (non-voting) and at least 2 CTE members and 2 faculty members, with representation from different faculties.

The Chair is a non-voting member and prepares the nominations for the adjudicators by removing past recipients within 5 years and anonymizing all nominations.

The number of nominations received is not included in the adjudication process. Committee members review nominations according to an adjudication rubric and complete a review form.

Committee members meet to discuss the top 10 candidates and vote on final 5 recipients.

Award Regulations

- No incentive is given to students for nominations.
- Student nominations are anonymized. Instructors do not know who has submitted nominations.
- There are no winners; only recipients who are recognized.

Award Timeline

2022-2023 Awards Timeline

- Nominations Open – February 8th
- Nominations Close – March 8th
- Adjudication – March 9th – 20th
- Recipients contacted – March 21st
- Recipients announced – April 11th list of recipients published, Full announcement May 1st

2023-2024 Awards Timeline

- Fall Nominations Open – October 15th
- Fall Nominations Close – November 15th
- Adjudication – 1st week of December
- Spring Nominations Open – February 7th
- Spring Nominations Close – March 8th
- Adjudication – March 11th – 19th
- Recipients contacted – March 20th
- Recipients announced – 2nd week of April

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