

Sue Williams Excellence in Teaching Award Nomination Guidelines

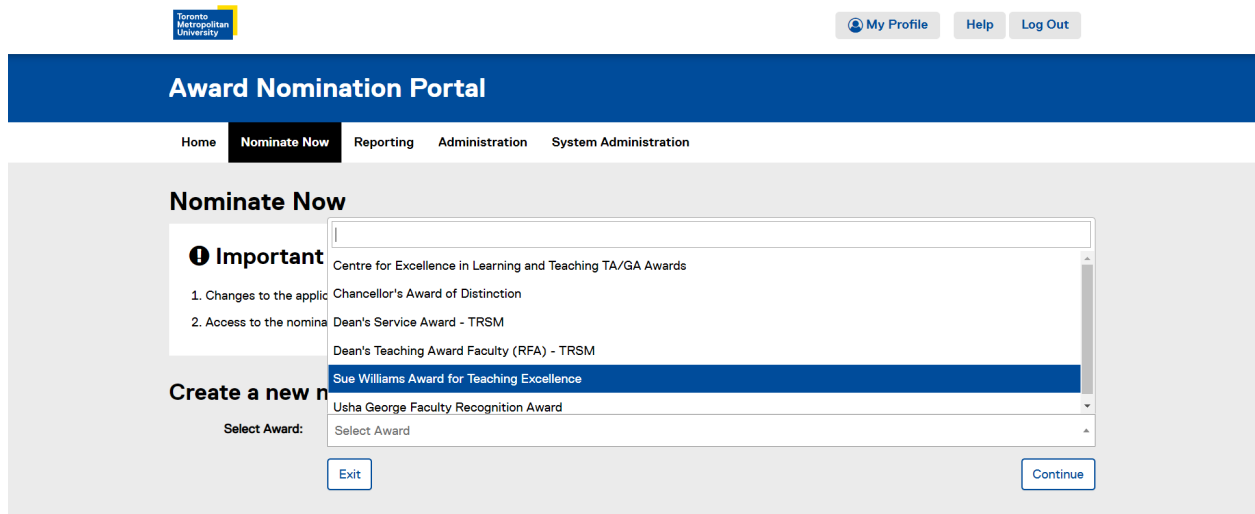
The following guidelines are designed to support the student nominator in accessing the [Online Nomination Portal](#) and to submit a successful nomination package.

Tip 💡 - Before you begin the nomination process, review the [award criteria](#) and notify your nominee. It is important you obtain their permission and ensure they are eligible for the award

1. Login to: <https://hr.apps.ccs.ryerson.ca/ans/home> using your TMU credentials
2. Once you have notified the nominee, you may begin the nomination process by selecting 'Nominate Now'

The screenshot shows the 'Award Nomination Portal' interface. At the top left is the Toronto Metropolitan University logo. On the top right are buttons for 'My Profile', 'Help', and 'Log Out'. Below the logo is a dark blue header with the text 'Award Nomination Portal'. Underneath the header is a navigation menu with 'Home', 'Nominate Now', 'Reporting', 'Administration', and 'System Administration'. The 'Home' link is highlighted with a red arrow. Below the navigation menu, the text 'Home' is displayed. Underneath that is a personalized welcome message: 'Welcome Angeline Cheung'. A white box contains a red information icon followed by the heading 'Before completing an application or nomination'. Below this heading are two numbered steps: '1. Review the [guidelines and eligibility requirements](#) for the award.' and '2. Inform and share with the nominee(s) the completed application/nomination package.'

3. Select the appropriate award - 'Sue Williams Award for Teaching Excellence' to continue



Toronto Metropolitan University

My Profile Help Log Out

Award Nomination Portal

Home **Nominate Now** Reporting Administration System Administration

Nominate Now

Important

- Changes to the applic
- Access to the nomina

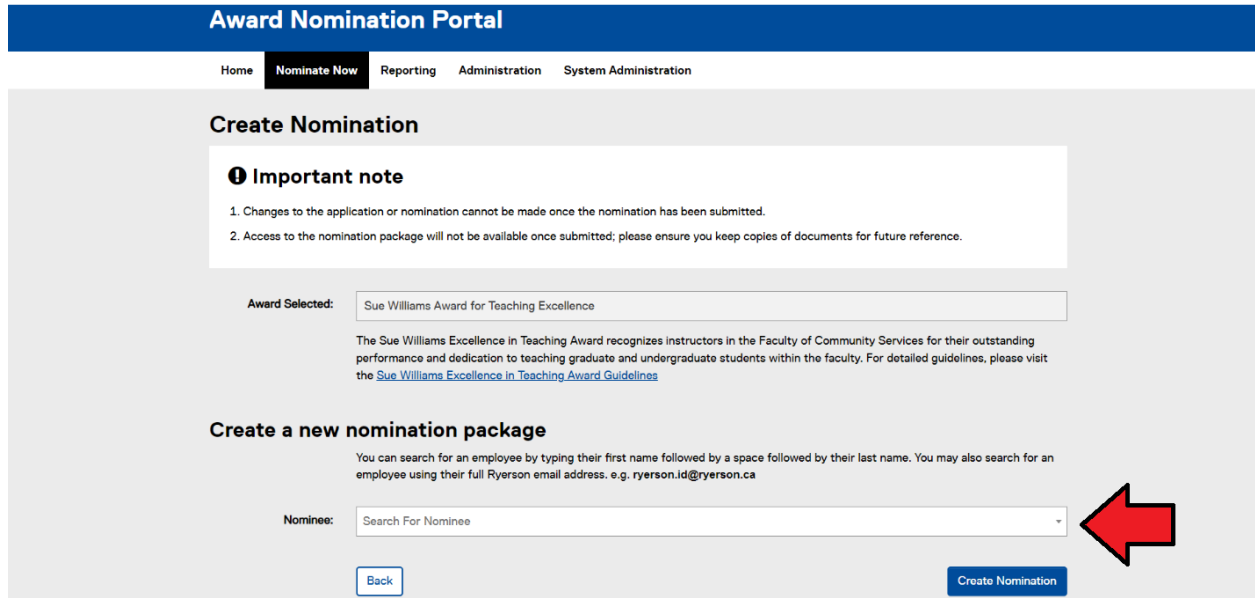
Create a new n

Select Award:

- Centre for Excellence in Learning and Teaching TA/GA Awards
- Chancellor's Award of Distinction
- Dean's Service Award - TRSM
- Dean's Teaching Award Faculty (RFA) - TRSM
- Sue Williams Award for Teaching Excellence**
- Usha George Faculty Recognition Award

Exit Continue

4. Search for your nominee to 'Create Nomination'



Award Nomination Portal

Home **Nominate Now** Reporting Administration System Administration

Create Nomination

Important note

- Changes to the application or nomination cannot be made once the nomination has been submitted.
- Access to the nomination package will not be available once submitted; please ensure you keep copies of documents for future reference.

Award Selected: Sue Williams Award for Teaching Excellence

The Sue Williams Excellence in Teaching Award recognizes instructors in the Faculty of Community Services for their outstanding performance and dedication to teaching graduate and undergraduate students within the faculty. For detailed guidelines, please visit the [Sue Williams Excellence in Teaching Award Guidelines](#)

Create a new nomination package

You can search for an employee by typing their first name followed by a space followed by their last name. You may also search for an employee using their full Ryerson email address. e.g. ryerson.id@ryerson.ca

Nominee: Search For Nominee

Back Create Nomination

5. The Nomination portal will guide you through six (6) steps to complete your nomination package including:
- Tell us about yourself
 - Award Criteria #1: Teaching Methods
 - Award Criteria #2: Equity & Inclusion
 - Award Criteria #3: Inspiration/Transformation
 - Award Criteria #4: Critical Thinking
 - Additional Testimonials

Each step will allow you to +Add a response. See sample below:

The screenshot shows the 'Award Nomination Portal' header in a blue bar. Below it is a navigation menu with 'Home', 'Nominate Now', 'Reporting', 'Administration', and 'System Administration'. The main content area is titled 'About the Nominator - Nomination Wizard' and includes the instruction 'Tell us about yourself'. There are four bullet points for input: 'Nominator Name:', 'Nominator Student Number:', 'Program:', and 'Year of study:'. A 'Requirements' section lists: 'This step requires 1 document.', 'The word count must be 100 words or less.', and 'You have 0 documents uploaded.'. A 'Documents:' section features a dashed box with a '+ Add' button. At the bottom, a 'Wizard Progress' bar shows 'Step 1 of 6', with 'Exit Wizard' and 'Continue' buttons.

This screenshot shows the same 'About the Nominator' page as above, but with a modal window titled 'Add About the Nominator' open. The modal contains the instruction: 'Please edit and save your text using a desktop editor (e.g. Microsoft Word, Google Docs, Notepad). Then copy and paste the text into this window to submit.' Below this is a text area labeled 'About the Nominator:' and a word count indicator: 'Word count: 0, Words left: 100.' At the bottom of the modal are 'Cancel' and 'Add Document' buttons.

Tip 💡 - Instead of typing your responses into the space provided, you can collect all your responses in a Word or Google Doc and copy and paste it into the portal. This allows you to review and revise your responses prior to submitting your nomination.

6. When you reach Step 6 of the nomination package, Additional Testimonials, you will be prompted to upload 2 PDFs. See sample below:

Award Nomination Portal

Home Nominate Now Reporting Administration System Administration



Additional Testimonials - Nomination Wizard

Upload two testimonials (150 words each) from fellow students or alumni who are not the primary nominator.
Testimonials must include word count, student's name, student number, program and year of study.

Document Requirements:

- This step requires 2 PDF documents to be uploaded.
- The document length must be a single page.
- You must provide contact information of the author for this document. Additional authors can be added after you upload.
- You have 0 PDF documents uploaded.

PDF Files:



Upload

Wizard Progress: Step 6 of 6

[Back](#) [Review](#)

Add Additional Testimonials

Select a PDF file to upload for Additional Testimonials:

Select file... [Browse](#)

Author Details Required:

First Name:

Last Name:

Email:

Phone:

[Cancel](#) [Add Document](#)

7. Once you complete all six (6) steps, you can review the nomination package. When you are ready to submit, click 'Submit Nomination Now'.

Award Criteria #4:
Critical Thinking:
Test Test Test Test
Test Test Test Test
Test Test Test Test
Test Test Test Test
Test Test Test Test

Additional Testimonials:

Requirements Complete: 100%

Exit Submit Nomination Now

If you have questions about the award or nomination process, please visit the [Employee Awards directory](#) and select the relevant award. Additional questions can be sent to the award administrator at angeline.cheung@ryerson.ca

If you require an accommodation to access the portal or experience technical difficulties, please contact HR Client Services at hr@ryerson.ca or 416-979-5075.

Tip 💡 - You do not need to finish your nomination package all at once, you can 'Exit' the Nomination Portal and return to complete your package. Be sure to submit the nomination by the award deadline.

8. If you need to continue to work on your nomination package, you will always find your drafts on the homepage of the Award Nomination Portal. You can choose to 'Continue' up until the deadline or delete the package if you choose not to proceed.

Toronto Metropolitan University

My Profile Help Log Out

Award Nomination Portal

Home Nominate Now Reporting Administration System Administration

Home

Welcome Angeline Cheung

ⓘ Before completing an application or nomination

1. Review the [guidelines and eligibility requirements](#) for the award.
2. Inform and share with the nominee(s) the completed application/nomination package.

My Draft Nomination Packages

Award Name	Nominee		
Usha George Faculty Recognition Award	Katy Fahimi	Continue	Delete
Sue Williams Award for Teaching Excellence	Katy Fahimi	Continue	Delete

Questions? If you have any questions or require additional information about the awards and the nomination process, please contact Angeline Cheung, Awards, Recruitment and Events Coordinator at angeline.cheung@torontomu.ca