PRESIDENT’S AWARD FOR TEACHING EXCELLENCE
Guidelines: Criteria and Process

OBJECTIVE
The Ryerson President’s Award for Teaching Excellence recognizes an outstanding Ryerson educator who has demonstrated continuing teaching excellence and who made contributions to advancing teaching and learning at Ryerson.

The award recipient will receive a certificate of recognition and a one-time monetary award payment of $3,000 (subject to applicable deductions). The recipient will be invited to the annual Faculty Teaching Luncheon and included in a Convocation Ceremony to present a Convocation Address. The recipient will also deliver a presentation within the Ryerson Teaching Award Recipients Series, to the Ryerson community, within one year of the receipt of the Award.

ELIGIBILITY AND OBLIGATIONS

Who can be nominated?

- Anyone teaching for at least five consecutive years in any of the five Faculties who has taught principally at the undergraduate level (need not be exclusive) and may have taught at the graduate level, who to the best of their knowledge, will be teaching at Ryerson for at least three more years. Evidence of both exceptional graduate and undergraduate teaching is required when the nominee’s experience pertains to both levels.
  - Note: If a sabbatical taken within that period of time, add one more year to the eligibility period.
  - Note: The Chang School instructors are not eligible for this award.
- No individual can be nominated for more than one University-wide teaching award in any given year. The University Teaching Awards Selection Committee (UTASC) tasked with selecting award recipients may choose to reassign a nomination to a different category, based on the best fit with the evidence, if a nominee agrees to it.
- The nomination is valid only for the year in which it is made.
- Any individual can receive the President’s Award for Teaching Excellence only once.
- By agreeing to be nominated, the nominee commits to cooperation with the nomination facilitator in providing supporting evidence. The nominee will also commit, if selected as the recipient, to attending the annual Faculty Teaching Awards Ceremony, to delivering a Convocation Address at a Convocation ceremony, and to a presentation, within one year of the receipt of the Award, as part of the Ryerson Teaching Award Recipients Series offered for the Ryerson community.
- All recipients will receive their monetary award as a one-time payment, subject to applicable deductions.

WHO CAN SUBMIT A NOMINATION?

Any member of the Ryerson Community (faculty, student or staff) can nominate someone for the President’s Award for Teaching Excellence.

AWARD CRITERIA

Continuing Teaching Excellence

Since this award focuses on teaching excellence, the nomination must include evidence of strong support from students, both present and former. The range and diversity of support for the nominee (i.e. from students, alumni, colleagues, peers, administrators, collaborators, etc.) will be reviewed, as well as the range and complexity of contributions to teaching and learning at Ryerson, both within and beyond one’s own Department/School.

Questions? Call Dalia Hanna, Manager, Learning & Teaching at 416-979-5000 ext. 6598
Outstanding teaching integrates best practices in instruction and assessment with well-defined student learning outcomes, demonstrates effectiveness of teaching strategies, and provides evidence of student engagement. Continuing teaching excellence can be demonstrated by an outstanding and sustained record of undergraduate or graduate teaching, including one of more of the following:

- Effectiveness of teaching strategies in the classroom, studio or laboratory;
- Evidence of student engagement;
- Nature of interactions with students;
- Enthusiasm for teaching, innovative pedagogical approaches, use of best practices and grounding of one’s practice in learning theories;
- Ability to motivate students, capacity as a role model for personal and professional development of students;
- Integration of best practices in instruction and assessment with well-defined student learning outcomes.
- Development and implementation of innovative teaching approaches, including their planning, execution and assessment of outcomes;

Evidence in support of the criteria may include some of the following examples:

- Description of specific teaching strategies that were developed to improve student learning, including their planning, development, execution and assessment;
- Evidence of impact on student learning (e.g. improved exam performance, pass rates, acceptance rates to graduate programs, success in workplace placements, increased course enrollment, etc.);
- Personal contact with students (e.g. mentoring, advising, consultations outside of class, field trips, small-group tutoring, laboratory, studio instruction, thesis supervision, etc.);
- Evidence of transformative influence on student learning experience;
- Evidence of impact teaching had on student learning (e.g. improved exam performance, pass rates, acceptance rates to graduate programs, success in workplace placements, increased course enrollment, etc.)
- Evidence of grounding one’s work in good practice and connection to learning theories;
- List of awards, internal as well as external, and other recognition received for teaching excellence.
- Letters from students, alumni, colleagues and administrators, describing the nominee’s teaching and its impact on students’ learning. Students writing support letters should disclose their relationship with the nominee (e.g. current student, former student, research assistant, working under nominee’s supervision, etc.)
- Course development, management, planning and coordination; development of educational materials (e.g. textbooks, videotapes, multimedia, web pages, study guides, etc.);
- Any additional evidence addressing teaching excellence.

**Contributions to Advancing Teaching and Learning at Ryerson**

Contributions to advancing teaching and learning at Ryerson can be demonstrated by one or more of the following:

- Mentoring and consultations to other faculty members;
- Collaborative initiatives at the university level to improve quality of teaching and learning at Ryerson;
- Sharing of best educational practices;
- Presentations at Ryerson Faculty Conferences or other events on teaching and learning;
- Course/curricular design or redesign, teaching innovation;
- Involvement in educational research and its dissemination;
Evidence in support of the criteria may include some of the following examples:

- Evidence of personal professional development in teaching and learning (e.g. attending conferences, working with TA/GAs, participating in the Learning and Teaching Office seminars, etc.);
- Description of educational materials (e.g. textbooks, videotapes, multimedia, web pages, study guides, etc.) developed;
- Evidence of sharing one’s educational expertise with others (e.g. consultations on teaching methods, mentoring, adoption of teaching materials by others, etc.);
- Initiatives to improve teaching at Ryerson, and description of the nature of involvement.
- Collaborations within one’s own department, at the Faculty and at the University levels to improve teaching at Ryerson, and description of the nature of involvement;
- Curriculum development and description of the nature of involvement;
- Relevant educational initiatives, planning and policy making and description of the nature of involvement;
- List of presentations or publications on teaching and learning;
- Evidence of recognition by a community of peers at Ryerson;
- Awards for contributions to teaching and learning.
- Letters from students, alumni, colleagues and administrators, describing the nominee’s various contributions to teaching and learning at Ryerson and elsewhere. Students writing support letters should disclose their relationship with the nominee (e.g. current student, former student, research assistant, working under nominee’s supervision, etc.)
- Any additional evidence addressing contributions to advancing teaching and learning at Ryerson.

While some of the criteria and examples listed above are similar to those for other Ryerson teaching awards, it is expected that the recipient would demonstrate a greater depth and breadth of his/her record, as appropriate for the prominence of the Ryerson President’s Award for Teaching Excellence.

**NOMINATION PROCESS**

1. Obtain the nominee’s permission;
2. Prepare, in collaboration with the nominee, a two-page Brief representing an "executive summary" of the nominee's accomplishments that meet the award criteria and eligibility.
3. Submit the Brief in the Online Nomination Portal by the specified deadline for consideration by the Faculty Awards Committee (FAC).
4. Once the FAC makes its selections/recommendations, the nominator compiles a Full Nomination file detailing the record of the nominee’s accomplishments. If submitted online via the Online Nomination Portal by the due date (with the recommendation letter included), the nomination will then be seen by the University Teaching Awards Selection Committee (UTASC), which will select the award required;
5. If the nominator is a student, he/she is encouraged to contact the FAC via the Dean's Office to get assistance from a faculty advisor with compiling the Brief and, should the nominee be selected as the Faculty candidate, with compiling the Full Nomination file. This is to ensure that the submission reflects a full range of the nominee's contributions that a student nominator may not be fully aware of.
6. The C.V. requirement is submitted after the initial nomination process. Nominees will be prompted by email to log in to the Online Nomination Portal and upload this portion.
Each Faculty can only submit one candidate for the President’s Award for Teaching Excellence. The Faculty candidate will be selected by the Faculty Awards Committee (FAC). The FAC mandate is to ensure that high quality candidates are identified and their nominations put forward to the Learning and Teaching Office (LTO), wherever a match exists between the candidate’s achievements and the criteria for a specific teaching award.

Once the Faculty candidate is selected by the FAC, the Committee will request an endorsement letter from the Dean, to be included in the candidate’s Full Nomination file that is to be submitted online by the deadline. The FAC will also ensure that there is a nominator to work with the selected candidate on a Full Nomination to be submitted to the LTO - usually it would be the person who submitted the Brief. If the nominator is a student, the faculty advisor who helped with the Brief will continue to help with compiling the Full Nomination to ensure that the nomination reflects a full scope of the nominee’s activities that may be unknown to the student nominator.

**NOMINATION PACKAGE**

- The nomination package must not exceed a total of 30 pages. The required components of the nomination for the President’s Award for Teaching Excellence are:
  - A one-page endorsement letter written by the Dean;
  - A Nomination Brief (1 to 3 pages) prepared, and signed, by the nominator. The Nomination Brief should clearly address nominee’s achievements according to each of the awards criteria. In essence, it should function as an executive summary, pointing to specific segments of the package;
  - A Citation (no more than 150 words) suitable for public release, to be prepared by the nominator. Should the nominee be selected as the recipient, the citation will be printed in the special Awards issue of the LTO Exchange newsletter and read during the Faculty Teaching Awards Ceremony;
  - A statement of the nominee’s Teaching Philosophy (1 to 3 pages). Such statement should show evidence of reflection on one’s practices as they relate to fostering student learning and their intellectual growth, as well as to contributions to teaching and learning at Ryerson that transcend the School or Department;
  - A Summary of Teaching Evaluations (one page) over a minimum of five consecutive years – please do not submit copies of raw data, instead tabulate (or provide a graph of) the relevant information on a single page; more years included voluntarily in the summary will be considered a plus;
  - A modified Curriculum Vitae (1 to 4 pages) focusing on the nominee’s teaching, educational leadership, achievements and other contributions to teaching and learning, as distinct from a standard C.V. pertaining to the nominee’s field of expertise. This requirement is submitted after the initial nomination process. Nominees will be prompted by email to submit this portion;
    - **Note:** For example, do not include field-specific research publications, but do include presentations at the Faculty Conference and other educational conferences, workshops on teaching & learning, textbooks, teaching awards, etc.
  - Letters of support (please ensure that they do not exceed one page in length each) that provide specific examples of why the nominee should be considered for the President’s Award for Teaching Excellence. There should be a minimum of five supporting letters, and they should include:
    - At least two letters from an undergraduate student and two letters from graduate students (if relevant), or alumna/alumnus (if the nominator is a student, there has to be at least one letter from a student other than the nominator);
    - At least one letter from a colleague (if the nominator is a colleague, there has to be at least one letter from a colleague other than the nominator);
    - At least one letter from an administrator, other than the Dean whose letter is already included;
    - At least one letter from outside the nominee’s School/Department;
  - Students writing support letters should disclose their relationship with the nominee (e.g. current student, former student, research assistant, working under nominee’s supervision, etc.).

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The total number of the above required pages is at minimum 13 and at maximum 20. This allows the nominator to include another 10 to 17 pages of additional evidence or support letters.

The nomination file should clearly address the two Award Criteria as described below.

**SELECTION PROCESS**

The Ryerson President’s Award for Teaching Excellence recipient is selected by the University Teaching Awards Selection Committee (UTASC). The UTASC mandate is to help advance teaching and learning at Ryerson through the University-wide Teaching Awards Program by ensuring that high quality candidates, whose achievements meet or exceed the awards criteria, are selected for the available university teaching awards.

The UTASC Chair notifies the Provost and the LTO Director about the selection results. The UTASC Chair and the LTO Director write a congratulatory letter to the recipient;

Following notification to all nominees and nominators, the Provost makes a public announcement regarding all Awards recipients.

After the Provost’s announcement, the LTO posts the information on Teachnet, RFANet, on the LTO website and on the Ryerson website, building up to the Awards Ceremony.

Also, the LTO publishes a special Awards issue of the Exchange newsletter.

The recipient of the President’s Award for Teaching Excellence is recognized with an Award certificate and a monetary award of $3,000 at the Ryerson Awards Night. The Citation will be read out. The recipient will have an opportunity for a very brief acceptance speech (1-3 minutes).

The recipient of the President’s Award for Teaching Excellence will present the Convocation Address at a subsequent Spring or Fall Faculty convocation ceremony. He/she also delivers a presentation to the Ryerson community as part of the Ryerson Teaching Award Recipient Series.

**IMPORTANT DATES**

Information regarding the 2013-2014 Awards criteria, process and deadlines is posted at the LTO website. Those who wish to nominate someone for the President’s Award for Teaching Excellence may start compiling a two-page Brief (executive summary) of their candidate’s achievements. **NOTE:** Student nominators are encouraged to contact the FAC in their Faculty via the Dean's Office to get assistance from a faculty advisor with compiling the Brief and, should the nominee be selected as the Faculty candidate, with compiling the Full Nomination file. This is to ensure that the submission reflects a full range of the nominee's contributions that a student nominator may not be fully aware of.

**November 7, 2014 at noon:** All two-page Briefs are to be submitted to online.

**November 11, 2014:** Deadline for each FAC to select a candidate, if any, for the President’s Award of Distinction and for the Chair of the FAC to communicate the results to all nominees and their nominators;

**November 27, 2014 by 4:00 PM:** All completed nomination files for the President’s Award must be submitted online.

**December 19, 2014:** Deadline for the UTASC to complete their deliberations. The Committee reserves the right not to confer the President’s Award of Distinction in any given year if no suitable candidate is identified.

**January 12, 2015:** The results are communicated to the recipient’s nominator, as well as to all unsuccessful nominees and their nominators.

**CONTACT**

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