

# Graduate Student Teaching Excellence Awards

## What is this?

The Faculty of Arts Teaching Excellence Committee gives two awards in the Spring of each year **to recognize and reward excellence in teaching by graduate students.**

## Am I Eligible?

Yes, if you are a **graduate student in the Faculty of Arts** who is responsible for **teaching either a 3- or 6-credit-hour course** in the Faculty during the Regular Session preceding the award. (You cannot be a previous recipient of the award.) Several recent recipients have been graduate students in Psychology.

## Why Should I Apply?

1. Money: \$500
2. Public Recognition of Excellence: Your name is printed in the Convocation Booklet, and on an award recipient plaque.
3. Helps your CV and future employment: The award is documented on your transcript.

# I Think I Have a Chance. How do I Apply?

Follow these **three steps**:

- ❑ **Download** the award background and Application pdf from:  
[http://umanitoba.ca/faculties/arts/media/grad\\_stu\\_teaching\\_excellence\\_application.pdf](http://umanitoba.ca/faculties/arts/media/grad_stu_teaching_excellence_application.pdf)
- ❑ **Complete the Application and submit** it to the Faculty of Arts by the Application deadlines (November 23 for 1<sup>st</sup> term courses; March 22 for 2<sup>nd</sup> term and Full courses)
- ❑ By April 14, **submit a Teaching Dossier** to the Faculty of Arts (this completes the process).

# What's the Teaching Dossier?

There are two sets of documents that make up the Teaching Dossier for the Award: one is **Required**, and the other is **Optional**:

## Required Documents:

- A letter of support from one of: Department Head; Graduate Program Head; your Graduate Supervisor. You request this letter (don't be shy)
- Results from your SEEQ evaluation.
  - Fill out the form allowing the Teaching Excellence Committee to have access to the SEEQ results
  - If this is for a 2<sup>nd</sup> term or Full Year course, select a date for your class's SEEQ (the earliest date possible), and indicate this date on your Application. Consult with the Psychology General Office to make sure the SEEQ forms will be ready for you. This way the SEEQ scoring will be Fast Tracked to make the April deadline.

**Optional Documents** (you may submit any of the following to the Faculty of Arts by the April deadline):

- Unsolicited letters and written comments you've received from your students
- Examples of innovative assignments, imaginative class activities, special evaluation methods, etc., that you used in your course.
- Evidence of teaching support you gave to other graduate student instructors (e.g., visiting classes for feedback, shared assignments, guest teaching)
- Documented evidence of your assisting one or more students that went beyond the call of duty.
- Evidence of your efforts to improve your own teaching, such as taking UTS courses, completing CERD workshops, or taking other non-credit or credit courses designed for teaching university courses.
- Your own research on teaching, including publications, presentations to graduate student groups, the Department, at conferences, etc.
- Any other evidence of outstanding teaching or teaching-related performance.

## Any Tips About the Teaching Dossier?

- ☐ Check out this Web site from Queen's University that is full of suggestions on how to put together a winning Teaching Dossier:

[http://www.queensu.ca/ctl/resources/publications/preparing\\_dossier.html](http://www.queensu.ca/ctl/resources/publications/preparing_dossier.html)

## Where Exactly do I Submit all These Materials?

Completed teaching dossiers and all supporting documentation for the 2007-2008 awards must be submitted by **April 14, 2008** to:

Chair of the Teaching Excellence Committee  
Office of the Associate Deans  
Faculty of Arts  
307 Fletcher Argue Building

## When Do I Find Out the Results?

The Teaching Excellence Committee reviews completed applications and makes their selections by the **end of April**. Recipients of the awards will then be informed of the Committee's decision and the awards announced in either the Spring or Fall Convocation program.

## How to I Get More Information?

Contact the Confidential Assistant to the Associate Deans, Faculty of Arts, 307 Fletcher Argue Building, 474-7321.