

**THE UNIVERSITY OF MANITOBA
FACULTY OF ARTS
GRADUATE STUDENT TEACHING EXCELLENCE AWARDS**

The Faculty of Arts Teaching Excellence Committee will give two awards in the Spring of each year to recognize and reward excellence in teaching by graduate students. The awards are sponsored by the Arts Graduating Classes of 1943 and 1968, and the Dean of Arts.

ELIGIBILITY

Graduate students in the Faculty of Arts who are responsible for teaching either a three or six credit hour course in the Faculty during the Regular Session preceding the award, and who have not been the recipient of the Faculty of Arts Graduate Student Teaching Excellence Award in previous years.

AWARD

Two \$500 awards will be given each Spring. The names of the recipients will be printed in the Convocation Booklet and the award documented on their transcript.

APPLICATION

Application deadlines: **November 23** for 1st term courses; **March 22** for 2nd term, or full courses.

In addition the applicants must submit a teaching dossier¹ containing the following pertinent information:

Required Documentation:

1. a letter of support from one of the following:
Department Head, Associate Department Head, Chair of Department Graduate Programme, or applicant's Graduate Supervisor; and
2. the results of a standardized teaching evaluation survey currently used by the University the Manitoba—the *Student Evaluation of Education Quality*, or *SEEQ*, as administered by the applicant's department.
 - a. Students who are considering applying for this award should insure that the SEEQ has been administered in a timely manner to meet the deadline for submission fo completed applications to which you are teaching a course and request expedited processing.

Optional Documentation:

Applicants are encouraged to add any other relevant evidence to their teaching dossier. Such additional documentation might include the following:

1. unsolicited letters and written comments from the applicant's students;

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¹ Information on the preparation of a teaching dossier is available on line (through University Teaching Services) at: www.umanitoba.ca/uts/resources and http://www.queensu.ca/ctl/resources/publications/preparing_dossier.html

2. evidence of innovative assignments, imaginative class activities, special evaluation methods, etc. used in the course;
3. evidence of teaching support given to other graduate student instructors, (e.g., visiting classes to give suggestions and feedback, shared assignments, guest teaching, etc.);
4. documentation of assistance and concern by the applicant for one or more students that went well beyond what could reasonably be expected;
5. letters of support from faculty members who are familiar with the applicant's teaching;
6. evidence of leadership activities in the area of teaching, such as assisting a faculty member in conducting a workshop for Teaching Assistants;
7. evidence of efforts to improve their own teaching, such as attendance at University Teaching Services (UTS) or Centre for Higher Education Research and Development (CHERD) workshops; or non-credit or credit teaching courses;
8. research on teaching, publications, or presentations to graduate student groups, their department, at conferences; and
9. other evidence of outstanding teaching or teaching-related performance.

CLOSING DATE

Completed teaching dossiers and all supporting documentation for the 2007-2008 awards must be submitted to the Chair of the Teaching Excellence Committee, Office of the Associate Deans, Faculty of Arts, 307 Fletcher Argue Building, by **April 14, 2008**.

SELECTION AND ANNOUNCEMENT

The Teaching Excellence Committee will review the applicants' teaching dossiers and make 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.

Students and faculty seeking additional information about the
Graduate Student Teaching Excellence Awards
should direct their inquiries to the
Confidential Assistant to the Associate Deans, Faculty of Arts
307 Fletcher Argue Building, 474-7321

**THE UNIVERSITY OF MANITOBA - FACULTY OF ARTS
GRADUATE STUDENT TEACHING EXCELLENCE AWARDS
INFORMATION FOR APPLICANTS REGARDING COURSE/INSTRUCTOR
EVALUATION**

Applicants for the Faculty of Arts Graduate Teaching Excellence Awards must arrange through their department/unit to have their Course/Instructor evaluation (SEEQ)² administered to their students at an early date in the term's evaluation process.

The steps to be followed in gathering the survey evidence from your class are listed below.

1. Select a date on which you would like to have the survey administered to the class you teach, in consultation with your department/unit. This should be set at the earliest possible date since it will need to be submitted well in advance of other departmental/faculty survey results.
2. Report the date you have selected when submitting the Application for the Faculty of Arts Graduate Student Teaching Excellence Award to the Confidential Assistant to the Associate Deans of Arts and have this information recorded and confirmed.
3. The instrument permits instructors to have information from additional questions collected on the survey. If you wish to add extra questions, you are responsible for creating them and suitable answer choices, as well as having this information distributed to your class on the survey date. (For example, you may want to write extra questions on the board or an overhead transparency.) [The additional questions would, of course, have to be submitted in writing with the package of survey materials returned for scoring.]
4. When the designated person arrives to administer the survey, you must excuse yourself from the classroom and not return until the data collection process is complete. Typically, students take about 20 minutes to complete the survey.

After the Teaching Excellence Committee has made its selections for the Graduate Teaching Excellence Award, you will be provided with a statistical summary of the survey results collected from your class. Your survey results will be accompanied by a list of suggestions to strengthen teaching performance in the eight areas measured by the instrument. The Teaching Excellence Committee hopes you will find some of the suggestions helpful for future classes you teach.

If you have any questions about the administration of the evaluation survey, please feel free to contact the Confidential Assistant to the Associate Deans of Arts, 307 Fletcher Argue Building (474-7321).

October 2007

²Students' Evaluations of Educational Quality, a highly regarded teaching evaluation instrument developed by Dr. Herbert Marsh.)

**THE UNIVERSITY OF MANITOBA - FACULTY OF ARTS
APPLICATION
GRADUATE STUDENT TEACHING EXCELLENCE AWARDS**

INFORMATION REGARDING THE COURSE TO BE EVALUATED

COURSE NAME:

COURSE NUMBER:

SLOT:

SECTION NUMBER:

LOCATION:

NUMBER OF STUDENTS:

DATE SELECTED FOR EVALUATION:

_____ first choice

_____ second choice

INFORMATION REGARDING THE COURSE INSTRUCTOR (APPLICANT)

NAME:

STUDENT NUMBER:

DEPARTMENT:

_____ MASTER'S _____ Ph.D.

UNIVERSITY MAILING ADDRESS AND/OR
TELEPHONE NUMBER:

APPLICANT'S SIGNATURE:

WAIVER BY APPLICANT:

I HEREBY AUTHORIZE THE DEPARTMENT CONDUCTING THE EVALUATION
(Dept. of _____) TO ALLOW MY EVALUATIONS TO BE COPIED AND
ANALYZED BY THE FACULTY OF ARTS TEACHING EXCELLENCE COMMITTEE:

(signed)

APPROVED BY DEPARTMENT of _____

NAME: _____ SIGNATURE: _____

This form is to be completed by the graduate student/applicant for the Faculty of Arts Graduate Student Teaching Excellence Award, and submitted to the applicant's Department, with copy to the Secretary to the Associate Deans, Faculty of Arts, 307 Fletcher Argue Building. The application for the Graduate Student Teaching Excellence Award will not be considered without a signature from the Office of the Associate Deans.