

Awards for Outstanding Teaching Assistant Nomination Guidelines

Purpose: The Faculty of Engineering recognizes the important role played by teaching assistants (TAs) in undergraduate education. As a result, the Outstanding Teaching Assistant Award was created to acknowledge TAs who excel in their activities.

Description: The Outstanding Teaching Assistant Award is presented once a year to up to three (3) persons who are TAs or Undergraduate Student Course Assistants and who have demonstrated excellence in teaching scholarship and service. Awardees will receive \$500 and a certificate from the Faculty of Engineering.

Eligibility: Nominated candidates must:

- Be either a) a TA (recognized as eligible under the collective agreement) or b) an Undergraduate Student Course Assistant who is registered as a full-time student. **Only students registered in the Faculty of Engineering will be considered.**
- Be hired as a TA or an Undergraduate Student Course Assistant for a course administered by the Faculty of Engineering. The appointment must be for a minimum of 30 hours in the given semester (of the current academic year) for which they are nominated.
- Not be the instructor of a course.

Criteria: A nominated TA or Undergraduate Student Course Assistant must, as mentioned, have demonstrated teaching scholarship and service beyond his/her duties. This includes, but is not limited to:

- Outstanding effectiveness as an educator
- Excellent command of the subject
- Exceptional competence and diligence in the preparation of teaching activities
- Capacity to motivate students

Nomination Procedure: Only activities associated with the course in the year of nomination (January 1-December 31, 2011) are to be considered. Any five (5) full-time students, registered in the Faculty of Engineering (and registered in the course for which the nominee serves as a TA) may submit a nomination. Such a nomination shall include:

- The name, department, and ID number of the candidate
- The course(s) for which the candidate is being nominated
- The signatures; printed names and e-mail addresses; and ID numbers and years of the five nominating students
- The signature of the instructor of the course for which the teaching assistant is nominated to certify that a) students are registered in the course and b) that the signatories are eligible nominators
- A letter of support and the MOLE evaluations of the TA (if available) from the course instructor
- Completion of the nomination form describing the grounds for the nomination
- Any additional supporting documents that the nominators deem insightful into the performance of the nominee (e.g., letters of support)

Deadline: Nominations forms must be received in the Dean's Office, Room 378, Macdonald Engineering Building by **17h00 Friday, March 2nd, 2012.**

The Engineering Committee on Faculty Awards: The Engineering Committee on Faculty Awards, chaired by the Dean or his/her representative, makes the final decision as to whether or not to give an award and to whom it is to be given. If a member of this Committee is nominated for an award, the Dean will appoint a replacement member.