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. Recipients will receive a monetary award and a plaque of recognition from the Faculty of Engineering.

Eligibility: Nominated candidates must:

- Be either (1) a TA (recognized as eligible under the collective agreement) or (2) 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 in executing 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, and
- Capacity to motivate students.

Nomination Procedure: Only activities associated with the course in the year of nomination (January 1-December 31, 2020) 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 be initiated and submitted by students in the class as follows:**

IMPORTANT: USE ONLY McGILL EMAILS
- Download and fill the nomination form, including:
  - The name, department, and ID number of the candidate,
  - The course(s) for which the candidate is being nominated,
  - The printed names, e-mail addresses, and ID numbers and years of the five nominating students,
- A lead student nominator emails the completed nomination form to rosaria.russo@mcgill.ca with all student nominators and the course instructor in cc.
- The other student nominators reply to all and confirm their nomination by typing "CONFIRMED" in the body of their reply.
- The instructor of the course for which the teaching assistant is nominated replies to all to certify that (1) students are registered in the course and (2) that the signatories are eligible nominators,
- The course instructor emails a letter of support and the course evaluations of the TA (if available) to rosaria.russo@mcgill.ca,
- No additional documents will be accepted.

Deadline: **Nominations for the 2020 Winter, Summer & Fall semesters must emailed to Rosie Russo-Pinzarrone at rosaria.russo@mcgill.ca by Friday, January 29th, 2021 by 4:00 p.m.**

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.