



## Faculty of Engineering Awards for Outstanding Teaching Nomination Guidelines

### 1. Name, nature, and frequency of awards

Three awards have been established in the Faculty of Engineering to recognize outstanding teaching:

- The Engineering Class of '44 Outstanding Teaching Award, to promote high-quality and excellence in teaching in undergraduate degree programs,
- The Samuel & Ida Fromson Outstanding Teaching Award, to recognize outstanding teaching performance by an Engineering professor, and
- The Engineering Class of 1890 Outstanding Teaching Award, to recognize exceptional contributions in teaching made by Course Lecturers and/or non-Engineering McGill professors who teach engineering students.

Each award consists of a certificate and a monetary grant, which the recipient may use to support his/her teaching and research activities.

### 2. Eligibility

Candidates must have taught a course (or courses) administered by the Faculty of Engineering or a course (or courses) taken by engineering students (e.g., courses in mathematics offered by the Faculty of Science) between January 1 - December 31, 2020. For the Engineering Class of '44 and Samuel & Ida Fromson Outstanding Teaching Awards, candidates must have a full-time academic appointment (at the rank of Faculty Lecturer, Assistant Professor, Associate Professor, or Professor) in the Faculty of Engineering. For the Engineering Class of 1890 Outstanding Teaching Award, candidates can be Course Lecturers or non-Engineering professors. **A previous winner of any of these awards becomes eligible for re-nomination for any of these awards in the sixth year following the previous award.**

### 3. Criteria

Candidates are evaluated in terms of (1) exceptional competence and (2) diligence in the preparation for and carrying out of teaching activities. Competence is based on the teacher's knowledge of the course materials as well as ability to stimulate the students' interest in the subject, and to give them a sense of accomplishment in advancing their own professional skills. Relevant related activities to be considered include the use of effective teaching methods and the authorship of a valuable textbook.

### 4. Nominating Procedure

Only activities associated with courses for which the candidate is nominated during the period of January 1- December 31, 2020 will be considered. Any full-time student registered either in the Faculty of Engineering or as a graduate student in a program operated by a unit of the Faculty of Engineering 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
- A lead student nominator emails the completed nomination form to [rosaria.russo@mcgill.ca](mailto:rosaria.russo@mcgill.ca) with all student nominators and the Department Chair or School Director in cc.
- The other student nominators reply to all and confirm their nomination by typing "CONFIRMED" in the body of their reply.
- The Department Chair or School Director replies to all confirming that (1) students are registered in the course and (2) that the signatories are eligible nominators,
- The Department Chair or School Director sends course evaluations (numeric scores and, with the nominee's approval, written comments) of the nominee for all courses taught in the year of nomination, the percentage of the course(s) taught by the candidate, and the departmental average evaluations in the year of nomination to [rosaria.russo@mcgill.ca](mailto:rosaria.russo@mcgill.ca),
- No additional documents will be accepted.

**Note that candidates nominated in the previous year will not be automatically re-considered.**

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

### 5. 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.