



Guidelines for the Leo Yaffe Award

Inaugurated in 1982, the Leo Yaffe Award is presented annually for superior teaching at the undergraduate level in the Faculty of Science. Each year's winner is presented with a scroll and a monetary award at the June convocation ceremony.

Eligibility

Members of the Faculty of Science and other academic staff who teach Faculty of Science courses and whose departments confer degrees in the Faculty of Science are eligible for the award.

Conditions

- Nominations are to be endorsed and submitted by eligible departments, not by individuals.
- Each department may submit a maximum of **one nomination per year**.
- A department may re-nominate a nominee from a previous year. A complete nomination dossier must be submitted each time.

Nomination dossier

Nominations for the Leo Yaffe Award are to be submitted in the form of a nomination dossier, which must include all of the following:

Online forms

- [Nomination form](#)
- [Four recommendation forms](#) – one from a colleague and three from students

Supporting documents

Please email the following in PDF format to ac.science@mcgill.ca

- A one-page cover letter from the chair of the nominee's department or the chair of the department's nominating committee
- A [teaching summary](#)
- The nominee's curriculum vitae
Rather than a standard academic CV emphasizing research and scholarly output, this document should give a concise summary of the nominee's academic background, area of expertise and major research accomplishments, while providing a more extensive section on the candidate's achievements in teaching and educational leadership. In addition to classroom teaching, this section may also highlight the training of individual students.
- The nominee's complete Mercury teaching evaluations for the past three years, including all comments.