



## Guidelines for the Principal's Prize for Excellence in Teaching

The Principal's Prize for Excellence in Teaching recognizes excellence and commitment to teaching and the importance of these qualities in the academic experience of students at McGill. One award is presented annually at Fall Convocation in each of the five categories: Course Lecturer, Faculty Lecturer, Assistant Professor, Associate Professor and Full Professor.

Each year, the Faculty of Science may submit **one nomination per category**. These guidelines set out the process by which the [Faculty of Science's Principal's Prize Committee](#) (the "Committee") selects the nominees that the Faculty will put forward.

The selection process consists of two stages, designed to save departments the work involved in creating an exhaustive nomination dossier for each person they wish to recommend for nomination.

### Stage 1: Departmental chairs recommend candidates for nomination

Departmental chairs may recommend members of their department to the Committee by submitting **a letter (PDF format)** highlighting the person's outstanding contributions to the teaching of **both** undergraduate and graduate students. These letters should be a maximum of two pages. Chairs are asked to limit themselves to recommending a maximum of one candidate per category.

Past winners of the Leo Yaffe Award may be recommended for the Principal's Prize.

To assist the Committee in evaluating candidates, letters of recommendation should include the following information:

- A list of the courses taught (graduate and undergraduate) for at least the past two years.
- The number of students enrolled in each course.
- Course evaluations for each course (two years of evaluations – **AVERAGES ONLY**).
- A summary of the candidate's supervision of undergraduate-research students, graduate students, post-graduates.
- Contributions to course design, course restructuring, course coordination, etc.
- Evidence of integrating research with teaching and using inquiry-based teaching techniques.
- Innovative teaching contributions.
- Teaching awards.
- Academic advising.
- What makes the candidate an outstanding teacher  
In addressing this point, it is advisable to refer to the [University's nomination guidelines – section 5 – 'Statement of Teaching Approach'](#) and to include elements of that statement here).

Please do not include research activities in these letters.

For the purposes of stage 1, the Committee will not consider any material additional to the letter of recommendation. **Do not submit complete nomination dossiers at this stage – they will not be taken into consideration.**

Please send letters of recommendation to [ac.science@mcgill.ca](mailto:ac.science@mcgill.ca).



## Stage 2: The Committee selects the strongest candidates and requests dossiers

Based on the letters of recommendation, the Committee will select the strongest candidates in each category (two to three candidates per category). **For those candidates only**, the relevant departments will be asked to submit complete nomination dossiers and supporting documents to the Committee.

Details of what to include in a nomination dossier can be found on the [McGill Teaching and Learning Services \(TLS\) website](#).

The Committee will ensure departments are given adequate time (approximately four weeks) to prepare the dossiers. Once this time has elapsed, the Committee will proceed with selecting the Faculty's nominees for the Principal's Prize for Excellence in Teaching.

Please send nomination dossiers to [ac.science@mcgill.ca](mailto:ac.science@mcgill.ca).

## Selection of prizewinners

Final selection of the prizewinners is conducted by a university-wide adjudication committee in accordance with guidelines available on the [TLS website](#).