

400th REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE13th and 27th March 2008**I. TO BE APPROVED BY SENATE****(A) NEW TEACHING PROGRAMS**

1) Faculty of Law

LL.M. in Air and Space Law; Non-Thesis (Appendix A)

At a meeting on 27th March 2008 APC reviewed a proposal for a 45-credit *LL.M. in Air and Space Law; Non-Thesis* program. This program is designed to provide students with the choice of completing a substantial 18-credit Supervised Research Project in lieu of a thesis, providing Air and Space Law students with the same options as are offered other LL.M. candidates at McGill's Faculty of Law. Submission to CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* for evaluation and to the Ministry of Education, Leisure and Sport (MELS) for approval is not required.

APC therefore recommends that Senate approve the following resolution:

be it resolved that Senate approve the proposed LL.M. in Air and Space Law; Non-Thesis.

2) Desautels Faculty of Management

B.Com.; Honours in Investment Management (Appendix B)

At a meeting on 27th March 2008 APC reviewed a proposal for a 42-credit *B.Com.; Honours in Investment Management* program. This program responds to an increased demand for graduates with specialized training in investment management topics; it will enable McGill students to compete with graduates from other institutions. Submission to CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* for evaluation and to the Ministry of Education, Leisure and Sport (MELS) for approval is not required.

APC therefore recommends that Senate approve the following resolution:

be it resolved that Senate approve the proposed B.Com.; Honours in Investment Management.

3) Faculty of Science

B.Sc.; Joint Major in Computer Science and Biology (Appendix C)

At a meeting on 27th March 2008 APC reviewed a proposal for a 69-73-credit *B. Sc.; Joint Major in Computer Science and Biology* program. This program is intended to provide students with a solid training in the two increasingly interconnected fields of Biology and Computer Science; no undergraduate programs at McGill currently offer this possibility in a combined format. Submission to CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* for evaluation and to the Ministry of Education, Leisure and Sport (MELS) for approval is not required.

APC therefore recommends that Senate approve the following resolution:

be it resolved that Senate approve the proposed B.Sc.; Joint Major in Computer Science and Biology.

B.A.&Sc.; Major Concentration in Software Engineering (Appendix D)

At a meeting on 27th March 2008 APC reviewed a proposal for a 36-37-credit *B.A.&Sc.; Major Concentration in Software Engineering* program. This program focuses on the techniques and methodology required to design and develop complex software systems. Submission to CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* for evaluation and to the Ministry of Education, Leisure and Sport (MELS) for approval is not required.

APC therefore recommends that Senate approve the following resolution:

be it resolved that Senate approve the proposed B.A.&B.Sc.; Major Concentration in Software Engineering.

B.Sc.; Science Core Component in Software Engineering [Liberal Program] (Appendix E)

At a meeting on 27th March 2008 APC reviewed a proposal for a 48-49-credit *B.Sc.; Science Core Component in Software Engineering [Liberal Program]* program. This program allows students to complement their interests in other areas of science with a program that focuses on rigorous software development. Students will gain a practical understanding of current software development practices and how they can apply that to their domain. Submission to CREPUQ's *Commission d'évaluation des projets de programmes (CEP)* for evaluation and to the Ministry of Education, Leisure and Sport (MELS) for approval is not required.

APC therefore recommends that Senate approve the following resolution:

be it resolved that Senate approve the proposed B.Sc.; Science Core Component in Software Engineering [Liberal Program].

(B) CHANGE IN DEGREE DESIGNATION

None.

(C) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE

None.

(D) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES

None.

(E) INTER-UNIVERSITY PARTNERSHIPS

None.

II. PRESENTED TO SENATE FOR DISCUSSION

None.

III. APPROVED IN THE NAME OF SENATE

(A) DEFINITIONS

None.

(B) Student Exchange Agreements (approved by APC)

None.

(C) Other issues

Amendments to the Principal's Prize for Excellence in Teaching (PPET) Guidelines (Appendix F)

At a meeting on 13th March 2008 APC reviewed and approved amendments to the Principal's Prize for Excellence in Teaching (PPET) Guidelines submitted by the APC Subcommittee on Teaching and Learning. SCTL's initial goal was to have applications to the PPET be in a form that would make them easily transmittable as applications to external teaching prizes. Other issues were subsequently raised and considered; of these, the importance of research was incorporated into the criteria for the awards (evidence provided should show that the candidate is not only a good teacher but a good researcher, in keeping with the nexus between teaching and research and McGill's inquiry-based teaching approach).

The revised Guidelines are appended for the information of Senate.

IV. FOR THE INFORMATION OF SENATE

(A) Minor Program Revisions (approved by the APC Subcommittee on Courses and Teaching Programs on 6th March 2008). **Revisions were made to the following programs:**

- 1) Faculty of Arts
 - M.A. in Communication Studies; Non-Thesis** (48 cr.)
 - B.A.; Joint Honours – Middle East Studies Component** (36 cr.)
 - B.A.; Honours in Middle East Studies** (60 cr.)
 - B.A.; Major Concentration in Middle East Studies** (60 cr.)
 - B.A.; Minor Concentration in Middle East Studies** (18 cr.)
- 2) Centre for Continuing Education
 - Certificate in Management** (30 cr.)
 - Graduate Certificate in Leadership** (15 cr.)
- 3) Faculty of Education
 - B.Ed. in Teaching English as a Second Language** (121 cr.)
- 4) Faculty of Engineering
 - B.Eng. in Computer Engineering** (107-111 cr.)
 - Minor in Technological Entrepreneurship** (18 cr.)
- 5) Desautels Faculty of Management
 - M.B.A.; Finance Concentration** (15 cr.)
 - M.B.A.; Global Leadership Concentration** (15 cr.)
 - M.B.A.; Marketing Concentration** (15 cr.)
 - M.B.A.; Technology and Innovation Management Concentration** (15 cr.)
- 6) Faculty of Medicine
 - B.Sc.(Nursing)** (106 cr.)
- 7) Faculty of Science
 - B.Sc.; Major in Psychology** (54 cr.)
 - B.Sc.; Honours in Psychology** (60 cr.)
 - B.Sc.; Core Science Component in Psychology [Liberal Program]** (45 cr.)

(B) NEW COURSES (approved by SCTP on 6th March 2008): **12** were approved

- 1) Faculty of Engineering: 1
- 2) Desautels Faculty of Management: 3
- 3) Faculty of Medicine: 1
- 4) Faculty of Science: 7

(C) COURSE REVISIONS (approved by SCTP on 6th March 2008): **34** were approved

- 1) Faculty of Arts: 4
- 2) Centre for Continuing Education: 1
- 3) Faculty of Education: 19
- 4) Faculty of Engineering: 4
- 5) Desautels Faculty of Management: 1
- 6) Faculty of Science: 5

(D) Program retirements: none

(E) Course retirements (approved by SCTP on 6th March 2008): **17** were approved

- 1) Faculty of Arts: 1
- 2) Faculty of Engineering: 14
- 3) Faculty of Religious Studies: 1
- 4) Faculty of Science: 1



McGill

New Program/Major or Minor/Concentration Proposal Form

(07/2004)

<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <p>LL.M.</p>	<p>2.0 Administering Faculty/Unit</p> <p>Graduate and Postdoctoral Studies</p>
<p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <p>Air and Space Law</p>	<p>Offering Faculty/Department</p> <p>Law</p>
<p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p> <p>Non-Thesis</p>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409) Term</p> <p>200809</p>
<p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p> <p></p>	

4.0 Rationale for new proposal

The non-thesis option will provide an opportunity to students who wish to combine a significant body of course work with a substantial supervised research project in the area of Air & Space Law. Recommended in the 2007 Program Review of the Institute of Air and Space Law, this LL.M. – non-thesis option would provide these students with the same flexibility currently offered to other LL.M. candidates in the Faculty of Law who can choose either a Thesis or Non-Thesis option.

5.0 Program Information
Please check appropriate box(es)

<p>5.1 Program Type</p> <p><input type="checkbox"/> Bachelor's Program</p> <p><input checked="" type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p> <p></p>	<p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Joint Major</p> <p><input type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input type="checkbox"/> Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input checked="" type="checkbox"/> Non-Thesis (N)</p> <p><input type="checkbox"/> Other</p> <p>Please specify</p> <p></p>	<p>5.3 Level</p> <p><input type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input checked="" type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p>
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<p>6.0 Total Credits</p> <p>45</p>	<p>7.0 Consultation with Related Units Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Financial Consult Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Attach list of consultations</p>
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8.0 Program Description (Maximum 150 words)

The Master of Laws (LL.M.) in Air and Space Law; Non-Thesis program is suited to students who wish to have a wide exposure to a range of taught courses, within, and related to, the domain of Air and Space Law. The non-thesis option requires a substantial Supervised Research Project during the third term of registration.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

LL.M. in Air and Space Law ; Thesis
(45 credits)

Required Courses (34 credits)

ASPL 636 Private International Air Law (3)
ASPL 633 Public International Air Law (3)
ASPL 637 Space Law: General Principles (3)
ASPL 690 (4) Master's Thesis 1
ASPL 691 (3) Master's Thesis 2
ASPL 692 (6) Master's Thesis 3
ASPL 693 (12) Master's Thesis 4

Complementary Courses (11 credits)

4 credits from the following:
CMP L 610D1/D2 Legal Research Methodology (4)
OR
CMPL 641 Theoretical Approaches to Law (4)

7 credits, at the 500 level or higher, chosen from among Faculty offerings (including ASPL offerings)

LL.M. in Air and Space Law; Non-Thesis
(45 credits)

Required Courses (27 credits)

ASPL 636 Private International Air Law (3)
ASPL 633 Public International Air Law (3)
ASPL 637 Space Law: General Principles (3)
ASPL 655 Research Project 1 (15)
ASPL 656 Research Project 2 (2)
ASPL 657 Research Project 3 (1)

Complementary (18 credits)

4 credits from the following:
CMPL 610D1/D2 Legal Research Methodology (4)
OR
CMPL 641 Theoretical Approaches to Law (4)

14 credits, at the 500 level or higher, chosen from among Faculty offerings (including ASPL offerings).

10.0 Approvals			
Routing Sequence	Name	Signature	Date
Department	Shauna Van Praagh	<i>[Signature]</i>	27/11/07
Curric/Acad Committee	A. de Mestral	<i>[Signature]</i>	
Faculty 1	Nicholas Kasirer	<i>[Signature]</i>	27/11/07
Faculty 2	SCTP		
Faculty 3			
SCTP	APPROVED		Dec. 6/07*
GS	MURIEL AUBERGERS	<i>[Signature]</i>	MARCH 10/2008
APPC	Helen m. c. RICHARD	<i>[Signature]</i>	27 th March 2008
Senate			

Submitted by		To be completed by ARR:	
Name	Nancy Czernmel	CIP Code	
Phone	2226		
Email	Nancy.czernmel@mcqil.ca		
Submission Date			

* See Dec. 6/07 SCTP mins.
 Was awaiting approval of existing program - see
 Feb. 7/08 SCTP.



(07/2004)

<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <p><input type="text" value="BCom"/></p>	<p>2.0 Administering Faculty/Unit</p> <p><input type="text" value="Desautels Faculty of Management"/></p>
<p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <p><input type="text" value="Investment Management"/></p>	<p>Offering Faculty/Department</p> <p><input type="text" value="Desautels Faculty of Management"/></p>
<p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p> <p><input type="text"/></p>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409) Term</p> <p><input type="text" value="200809"/></p>
<p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p> <p><input type="text"/></p>	

4.0 Rationale for new proposal

Investment management firms have traditionally recruited many of our general finance majors. However, recruiters are increasingly demanding graduates with specialized training in investment management topics. The Honours in Investment Management consists of a suite of rigorous courses with strong relevance for investment management focus and it will enable our students to compete with graduates from specialized programs at other universities.

5.0 Program Information
Please check appropriate box(es)

<p>5.1 Program Type</p> <p><input checked="" type="checkbox"/> Bachelor's Program</p> <p><input type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p> <p><input type="text"/></p>	<p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Joint Major</p> <p><input type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input checked="" type="checkbox"/> Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input type="checkbox"/> Non-Thesis (N)</p> <p><input type="checkbox"/> Other</p> <p>Please specify</p> <p><input type="text"/></p>	<p>5.3 Level</p> <p><input checked="" type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p>
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6.0 Total Credits

7.0 Consultation with Related Units Yes No

Financial Consult Yes No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

The BCom Honours in Investment Management prepares students for a career in financial asset management, either on the buy-side working with active portfolio allocation or on the sell-side working for brokerage firms. The program gives students a rigorous training in accounting, statistics and finance. The program enables the students to analyze financial statements, perform company valuations, construct efficient portfolios with appropriate risk profiles, and manage risk using dynamic trading strategies and derivative instruments.

To earn the Honours in Investment Management, students must maintain a minimum CGPA of 3.00 and maintain a minimum program GPA of 3.00. A grade of B – or better must be achieved in all courses counted towards this program. Students who do not satisfy all the requirements of the Honours program can still receive a Major in Finance.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

Required Courses (42 credits)

MGSC 272	Advanced Business Statistics	3 credits
ACCT 354	Financial Statements Analysis	3 credits
ACCT 452	Financial Reporting and Valuation	3 credits
BUSA 400	Independent Studies	3 credits
FINE 342	Finance 2	3 credits
FINE 441	Investments and Portfolio Management	3 credits
FINE 443	Applied Corporate Finance	3 credits
FINE 448	Derivatives and Risk Management	3 credits
FINE 449	Market Risk Models	3 credits
FINE 451	Fixed Income Analysis	3 credits
FINE 480	Global Investments	3 credits
FINE 482	International Finance 1	3 credits
FINE 541	Applied Investments	3 credits
FINE 455	Hedge Fund Investing	3 credits

BCom Honours in Investment Management

Suggested course timetable

Year	Semester	Course name	Number	Honours Credit	Other Credit
U2	Fall	Applied Investments	FINE 541 D1	1.5	
		International Finance 1	FINE 482	3	
		Finance 2	FINE 342	3	
		Investments & Portfolio Mgmt	FINE 441	3	
		Financial Statements Analysis	ACCT 354	3	
U2	Winter	Applied Investments	FINE 541 D2	1.5	
		Advanced Business Statistics	MGSC 272	3	
		Applied Corporate Finance	FINE 443	3	
		Financial Reporting Valuation	ACCT 452	3	
		Core: Social Context			3
U3	Fall	Hedge Fund Investing	FINE 455	3	
		Derivatives & Risk Mgmt	FINE 448	3	
		Market Risk Models	FINE 449	3	
		Fixed Income Analysis	FINE 451	3	
		Independent Study	BUSA 400	3	
		Elective			3
U3	Winter	Global Investments	FINE 480	3	
		Core: Organizational Policy			3
		Elective			3
		Elective			3
		Elective			3
Total Credits				42	18

Notes:

- Students in the Honours program will have priority when registering for the required courses in the program.

- Students interested in the Honours program will be required to apply to the BCom program for admission. Admission into the Honours program will be based on the following:

1. GPA of 3.00 or higher from U1 Management Core, including grade of 3.00 or higher in the following courses:

MGCR 341 – Finance 1

MGCR 211 – Introduction to Financial Accounting

MGCR 271 – Business Statistics

ECON 295 – Macroeconomic Policy

MGCR 382 – International Business

2. Letter of application to the Investment Management Program Director, specifying the student's motivation, interest and any relevant knowledge and prior knowledge and experience.


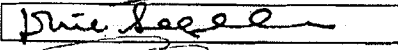
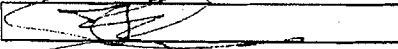
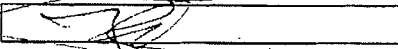
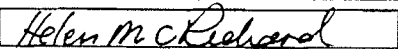
3. Interview with the Investment Management Program Director. Evaluation criteria will include motivation and prior knowledge.

- The required Independent Study (BUSA 400) will consist of a research or field project related to Investment Management permitting independent study under the guidance of a Faculty member. Projects are to be arranged individually with instructors. A detailed student proposal must be submitted to, and approved by, the instructor and the Investment Management Program Director during the first week of term.

- The Faculty is planning to set up an investment fund to be associated with the Honours program. The investment fund will be overseen by an expert panel of fund managers from Canada and abroad. Students admitted into the program will be invited to prepare for and participate in regular meetings throughout the program where investment strategies will be discussed and implemented. Working for the Fund Company is not a requirement of the academic program.

- In conjunction with the Investment Management program, the Faculty is planning to organize biweekly seminars conducted by practitioners. These will be open to all BCom students and are not a requirement of the academic program.

10.0 Approvals

Routing Sequence	Name	Signature	Date
Department	Benjamin Croitoru		Jan 15, 2008
Curric/Acad Committee	Emine Sarioglu		Jan 15, 2008
Faculty 1	Peter Todd		Dec 07, 2007
Faculty 2	Omar Toulan		Jan 11, 2008
Faculty 3	SCTP APPROVED		
SCTP			MARCH 6/08
GS			
APPC		Helen M.C. RICHARD	
Senate			

Submitted by

Name

Phone

Email

Submission Date

To be completed by ARR:

CIP Code



McGill

New Program/Major or Minor/Concentration Proposal Form

(07/2004)

<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <p>B.Sc.</p>	<p>2.0 Administering Faculty/Unit</p> <p>Science</p>
<p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <p>Computer Science and Biology</p>	<p>Offering Faculty/Department</p> <p>Science</p>
<p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409) Term</p> <p>200809</p>
<p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p>	

4.0 Rationale for new proposal

Life sciences are becoming increasingly quantitative, analytical, and integrative. The program fills an important gap in the undergraduate programs at McGill, as no existing program allows students to get a solid training in the two increasingly interconnected fields of Biology and Computer Science.

5.0 Program Information
Please check appropriate box(es)

<p>5.1 Program Type</p> <p><input checked="" type="checkbox"/> Bachelor's Program</p> <p><input type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p>	<p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input checked="" type="checkbox"/> Joint Major</p> <p><input type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input type="checkbox"/> Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input type="checkbox"/> Non-Thesis (N)</p> <p><input type="checkbox"/> Other</p> <p>Please specify</p>	<p>5.3 Level</p> <p><input checked="" type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p>
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6.0 Total Credits

69 to 73

7.0 Consultation with Related Units Yes No

Financial Consult Yes No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

This program will train students in the fundamentals of biology – with a focus on molecular biology – and will give them computational and mathematical skills needed to manage, analyze, and model large biological datasets. The students take 45-49 credits of required courses, and 24 complementary credits. The required courses include 12 to 16 credits from existing Computer Science courses and 20 from existing Biology/Chemistry courses. Also, they will take: a three-credit joint Independent Studies course, co-supervised by a Biology professor and a Computer Science professor; a one-credit seminar course; BIOL 495, a three-credit new course entitled 'Integrative Computing in Biology'.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

Required Mathematics & Statistics Courses (6 credits)

MATH 222 (3) Calculus 3
MATH 223 (3) Linear Algebra

Required Computer Science Courses (12, 15 or 16 credits)

COMP 202 (3) Intro to Computing 1 (*)
COMP 206 (3) Software Systems
COMP 250 (3) Intro to Computer Science
COMP 251 (3) Data Structures and Algorithms
COMP 462 (3) Computational Biology Methods

Or

COMP 561 (4) Computational Biology Methods and Research

* Students who have sufficient knowledge in a programming language are not required to take COMP 202.

Required Biology Courses (20 credits)

CHEM 212 (4) Organic Chemistry
BIOL 200 (3) Molecular Biology
BIOL 201 (3) Cell Biology and Metabolism
BIOL 202 (3) Basic Genetics
BIOL 215 (3) Intro to Ecology and Evolution
BIOL 301 (4) Cell and Molecular Laboratory

Required Joint Courses (7 credits)

COMP 401 (3) Project in Biology and Computer Science

COMP 499 (1) Undergraduate Bioinformatics Ssemlnar

BIOL 495 (3) Integrative Computing in Biology

Complementary courses (24 credits)

6 credits from the following:

MATH 323 (3) Probability Theory **AND** MATH 324 (3) Statistics

OR

MATH 203 (3) Principle of Statistics 1 **AND** MATH 204 (3) Principle of Statistics 2

OR

BIOL 309 (3) Mathematical Models in Biology **AND** BIOL 373 (3) Biometry

At least 18 credits from the following lists, with the following two requirements:

- (1) 9 credits from each of the following two blocks
- (2) at least one course at the 400-level or above from each block.

Computer Science Block

MATH 240 (3) Discrete Structures 1

COMP 273 (3) Introduction to Computer Systems

COMP 302 (3) Programming Languages and Paradigm

COMP 303 (3) Software Development

COMP 304 (3) Object Oriented Software Design

COMP 310 (3) Operating Systems

COMP 330 (3) Theoretical Aspects: Computer Science

COMP 335 (3) Software Engineering Methods

COMP 350 (3) Numerical Computing

COMP 360 (3) Algorithm Design Techniques

All COMP courses at the 400-level (except 401,499, and 462) and all courses at the 500-level (except 561).

Biology Block

BIOL 300 (3) Molecular Biology of the Gene

BIOL 309 (3) Mathematical Models in Biology

BIOL 310 (3) Large Scale Ecology

BIOL 313 (3) Eukaryotic Cell Biology

BIOL 435 (3) Natural Selection

BIOL 518 (3) Advanced Topics in Cell Biology

BIOL 568 (3) Topics on the Human Genome

BIOL 569 (3) Developmental Evolution

BIOL 572 (3) Molecular Evolution

BIOL 583 (3) Advanced Biometry

AC-07-80
(Cones)

Josie D'Amico

From: Susan Gabe
Sent: Monday, February 25, 2008 3:43 PM
To: Josie D'Amico
Subject: joint major in Computer Science and Biology

Hello Josie,

This email serves to confirm that the joint major in Computer Science and Biology was approved at the Biology Department Assembly.

SUSAN

*Susan Gabe
Undergraduate Coordinator
Biology Department
1205 ave. Docteur Penfield
Montreal, Quebec H3A 1B1*

*514-398-7045 tel
514-398-5069 fax*

AC-07-80

10.0 Approvals			
Routing Sequence	Name	Signature	Date
Department	Sue Whitesides	<i>Sue Whitesides</i>	23 Jan 08
Curric/Acad Committee	<i>Judy Kenosbero</i>	<i>Judy Kenosbero</i>	29 Jan 08
Faculty 1	<i>Judy Kenosbero</i>	<i>Judy Kenosbero</i>	Feb 12/08
Faculty 2			
Faculty 3			
SCTP	SCTP		MARCH 6/08
GS	APPROVED		
APPC	Helen m.c RICHARD	<i>Helen m.c Richard</i>	27 th March 2008
Senate			

Submitted by		To be completed by ARR:	
Name	Marisa Lento (for Judy Kenosbero)		
Phone	Ext. 00895	CIP Code	
Email	Marisa@cs.mccall.ca		
Submission Date			



(07/2004)

<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <p>B.A. & Sc.</p>	<p>2.0 Administering Faculty/Unit</p> <p>Faculty of Science</p>
<p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <p>Software Engineering</p>	<p>Offering Faculty/Department</p> <p>School of Computer Science</p>
<p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409)</p> <p>Term</p> <p>200809</p>
<p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p>	

4.0 Rationale for new proposal

Compared to the Major Concentration in Computer Science, which gives a broad introduction to various fields of Computer Science, this new Major Concentration in Software Engineering focuses on the techniques and methodology required to design and develop complex software systems. This specialization is justified given the importance of software systems in current IT technology. This program will also be available to BA students.

5.0 Program Information
Please check appropriate box(es)

<p>5.1 Program Type</p> <p><input checked="" type="checkbox"/> Bachelor's Program</p> <p><input type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p>	<p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Joint Major</p> <p><input checked="" type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input type="checkbox"/> Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input type="checkbox"/> Non-Thesis (N)</p> <p><input type="checkbox"/> Other</p> <p>Please specify</p>	<p>5.3 Level</p> <p><input type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p>
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6.0 Total Credits

36-37 credits

7.0 Consultation with Related Units Yes No

Financial Consult Yes No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

Basic computer programming and rigorous Software Engineering practices can be usefully applied in many areas. This program allows students to augment their other studies by learning good software development skills.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

MAJOR CONCENTRATION IN SOFTWARE ENGINEERING (36-37 credits)

Required Courses (30 credits)

COMP 202* (3) Introduction to Computing 1
COMP 206 (3) Introduction to Software Systems
COMP 250 (3) Introduction to Computer Science
COMP 251 (3) Data Structures and Algorithms
COMP 302 (3) Programming Languages and Paradigms
COMP 303 (3) Software Development
COMP 304 (3) Object-oriented Design
COMP 421 (3) Database Systems
MATH 223 (3) Linear Algebra
MATH 240 (3) Discrete Structures 1

*Students who have sufficient knowledge in a programming language do not need to take COMP 202 and can replace it with additional computer science complementary course credits.

Complementary Courses (6-7 credits)

3 credits selected from:

COMP 335 (3) Software Engineering Methods
Or ECSE 321 (3) Introduction to Software Engineering

3-4 credits from:

COMP 361 (3) Systems Development Project
COMP 529 (3) Software Architecture
COMP 533 (3) Object-Oriented Software Development
COMP 322 (1) Introduction to C++
Or any Computer Science course at the 300 level or above, excluding COMP 364, COMP 396 and COMP 431.

10.0 Approvals

Routing Sequence	Name	Signature	Date
Department	Sue Whitesides	<i>Sue Whitesides</i>	23 Jan 08
Curric/Acad Committee	<i>Josie D'Amico</i>	<i>Josie D'Amico</i>	29 Jan 08
Faculty 1	<i>Josie D'Amico</i>	<i>Josie D'Amico</i>	12 Feb 08
Faculty 2	SCTP		
Faculty 3			
SCTP	APPROVED		MARCH 6/08
GS			
APPC	Helen m.c RICHARD	<i>Helen m.c Richard</i>	27 th March 2008
Senate			

Submitted by

Name:

Phone:

Email:

Submission Date:

To be completed by ARR:

CIP Code:



<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <div style="border: 1px solid black; padding: 2px; width: 90%;">B.Sc.</div> <p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <div style="border: 1px solid black; padding: 2px; width: 90%;">Software Engineering</div> <p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p> <div style="border: 1px solid black; height: 20px; width: 90%;"></div> <p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p> <div style="border: 1px solid black; height: 20px; width: 90%;"></div>	<p>2.0 Administering Faculty/Unit</p> <div style="border: 1px solid black; padding: 2px; width: 90%;">Faculty of Science</div> <p>Offering Faculty/Department</p> <div style="border: 1px solid black; padding: 2px; width: 90%;">Science/School of Computer Science</div> <p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409)</p> <p>Term</p> <div style="border: 1px solid black; padding: 2px; width: 60%;">200809</div>
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4.0 Rationale for new proposal

Computer software is used in many disciplines. The Core Liberal Science Component in Software Engineering allows students to complement their interests in other areas of science with a program that focuses on rigorous software development. This is in contrast to the Core Liberal Science component in Computer Science which allows students to gain a more general understanding of the field. A specialization in software development is important for students seeking a practical understanding of current software development practices and how they can apply that to their domain.

5.0 Program Information
Please check appropriate box(es)

<p>5.1 Program Type</p> <p><input checked="" type="checkbox"/> Bachelor's Program</p> <p><input type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Joint Major</p> <p><input type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input type="checkbox"/> Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input type="checkbox"/> Non-Thesis (N)</p> <p><input checked="" type="checkbox"/> Other</p> <p>Please specify</p> <div style="border: 1px solid black; padding: 2px; width: 80%; margin-left: 20px;">Liberal Core Science Component</div>	<p>5.3 Level</p> <p><input checked="" type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p>
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6.0 Total Credits

48-49

7.0 Consultation with Related Units Yes No

Financial Consult Yes No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

The program described below is the Core Science Component in Software Engineering for the B.Sc. Liberal. The Software Engineering B.Sc. Liberal Core Science Component covers a core of programming and Software Engineering courses, and allows students to select courses that aim at practical aspects of software development.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

CORE SCIENCE COMPONENT IN SOFTWARE ENGINEERING (48-49 CREDITS)

Required Courses (36 credits)

COMP 202*(3) Introduction to Computing 1
COMP 206 (3) Introduction to Software Systems
COMP 250 (3) Introduction to Computer Science
COMP 251 (3) Data Structures and Algorithms
COMP 273 (3) Introduction to Computer Systems
COMP 302 (3) Programming Languages and Paradigms
COMP 303 (3) Software Development
COMP 304 (3) Object-oriented Design
COMP 310 (3) Operating Systems
COMP 361 (3) Systems Development Project
MATH 223 (3) Linear Algebra
MATH 240 (3) Discrete Structures 1

*Students who have sufficient knowledge in a programming language do not need to take COMP 202 and can replace it with additional computer science complementary course credits.

Complementary Courses (12-13 credits)

3 credits selected from:

COMP 330 (3) Theoretical Computer Science
Or COMP 360 (3) Algorithm Design Techniques

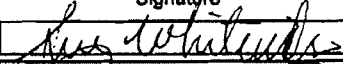
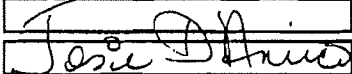
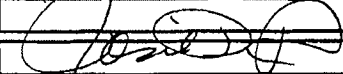

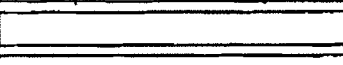
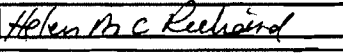
3 credits selected from:

COMP 335 (3) Software Engineering Methods
Or ECSE 321 (3) Introduction to Software Engineering

6-7 credits selected from:

COMP 409 (3) Concurrent Programming
COMP 421 (3) Database Systems
COMP 435 (3) Basics of Computer Networks
Or COMP 535 (3) Computer Networks 1
COMP 520 (4) Compiler Design
COMP 525 (3) Formal Verification
COMP 529 (3) Software Architecture
COMP 533 (3) Object-Oriented Software Development
COMP 322 (1) Introduction to C++
Or any Computer Science course at the 300 level or above, excluding COMP 364, COMP 396 and COMP 431.

AC-07-82

10.0 Approvals			
Routing Sequence	Name	Signature	Date
Department	Sue Whitesides		23 Jan 08
Curric/Acad Committee			29 Jan 08
Faculty 1			12 Feb 08
Faculty 2	SCTP		
Faculty 3			
SCTP	APPROVED		MARCH 6/08
GS			
APPC	Helen M. G. RICHARD		27th March 2008
Senate			

Submitted by		To be completed by ARR:	
Name	Marisa Lento (for Judy Kenosberg)		
Phone	Ext. 00895	CIP Code	
Email	Marisa@cs.mcolif.ca		
Submission Date			

Principal's Prize for Excellence in Teaching Guidelines

Description

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. A student is defined as a person registered in the University for a course, courses or research, whether or not a candidate for a degree, diploma or certificate. One prize (\$5000) is awarded annually at Fall Convocation in each of the four following categories: Faculty Lecturer, Assistant Professor, Associate Professor, and Full Professor levels in any faculty at McGill. To highlight the importance McGill places on individuals' commitment to both teaching and research, the award will recognize great researchers who are also great teachers. (This is not imperative for Lecturers.)

Eligibility

Candidates must be either Faculty Lecturers who carry a full teaching load or full-time tenured or tenure-stream members of staff with the rank of Assistant Professor, Associate Professor or Full Professor in any faculty at McGill University. Candidates must have taught in the year for which the award is given.

Nomination Procedure and Requirements

Teaching faculties are asked to submit their nominations by **May 30, 2008**. Faculties should submit only one nomination per category. Some faculties may choose not to submit nominations in every category.

Each nomination should include:

1) A curriculum vitae of the nominee;

2) Letters of support, including:

- a) a covering letter from the Dean (which may include a summary of all letters received)
- b) a nomination letter from the Chair of the department (or the Dean, in faculties without departments) (maximum of three (3) pages)
- c) up to four (4) letters from students or other persons in a position to comment on the abilities of the nominee:
 - At least two (2) letters must be from former students
 - One letter may be from the President of a departmental or faculty undergraduate or graduate student association.

Letters of support could highlight:

- ◆ dedication to teaching;
- ◆ information about the nominee's length of service;
- ◆ ability to engage students in the learning process;
- ◆ impact the nominee's teaching has had on former students' academic achievements or other successes;
- ◆ educational leadership, such as involvement with program or curriculum development;
- ◆ integration of research and teaching.

Letters of support are solicited for the current award cycle (i.e. letters that were prepared either in past years or for a different set of awards will not be accepted).

3) Statement of Teaching Approach (one-page limit):

Nominees should provide a description of their teaching approach, with an explanation of why they have chosen this approach. The statement should also include a description of how the nominee's thinking about teaching and learning has changed over time, and how they work to improve their teaching. This statement can facilitate the Committee's interpretation of the rest of the dossier.

N.B. Please ensure that nominees are given adequate time to prepare this. Alternatively, this can be drawn from nominees' Teaching Portfolio (which is required for tenure and promotion).

4) Teaching Responsibilities for at least the past two (2) years:

The suggested format is a table that presents the nominee's involvement with teaching, for example:

- Type of teaching (i.e classroom, fieldwork, graduate or clinical supervision).
- Nature and number of students (undergraduate, graduate, post-graduate).
- Other types of responsibilities: course design, course coordination, mentoring, etc.

5) Evidence of teaching excellence:

Students' course evaluation numerical ratings with department or faculty means for at least two (2) years: interpretation or explanation of course evaluation ratings, with description of measures taken in response.

Optional documentation:

- an intact set of comments from students in a specific course
- teaching awards received
- peer evaluations
- invitations received that recognize expertise as a teacher, etc.

6) Educational Leadership

Summarize involvement with initiatives such as:

- curriculum or program (re)design and development
- work with teaching and learning centers/committees, educational associations
- advising and mentoring
- efforts made to enhance teaching in unit or University, e.g. organizing seminars, workshops, conferences or other teaching-related events
- contributions to policy development.

Once a dossier is submitted, no additional materials will be added to the file.

Selection Committee

Principal (Chair)

Provost

Director, Teaching and Learning Services (Cynthia Weston)

Representative from SSMU (TBD)

Representative from PGSS (TBD)

Representative from the rank of Faculty Lecturer (TBD)

Representative from the rank of Assistant Professor (TBD)

Representative from the rank of Associate Professor (TBD)

Representative from the rank of Full Professor (John Silvius)

approved by APPC on 20 April 2000
amended and approved by Senate on 24 May 2000
amended by Senate 7 November 2001
amended and approved by APPC 6 February 2003
amended and approved by APC 13 March 2008

Principal's Prize for Excellence in Teaching Guidelines

[Rev. March 11, 2008]

CURRENT	PROPOSED AMENDMENTS TRACKED
Guidelines	
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 prize (\$5000) is awarded annually at fall convocation in each of the four following categories: Faculty Lecturer, Assistant Professor, Associate Professor, and Full Professor levels in any Faculty at McGill	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. <u>A student is defined as a person registered in the University for a course, courses or research, whether or not a candidate for a degree, diploma or certificate.</u> One prize (\$5000) is awarded annually at Fall Convocation in each of the four following categories: Faculty Lecturer, Assistant Professor, Associate Professor, and Full Professor levels in any Faculty at McGill. <u>To highlight the importance McGill places on individuals' commitment to both teaching and research, the award will recognize great researchers who are also great teachers. (This is not imperative for Lecturers).</u>
Eligibility	
Candidates must be either Faculty Lecturers who carry a full teaching load or full-time tenured or tenure-stream members of staff with the rank of Assistant Professor, Associate Professor or Full Professor in any faculty at McGill University. Candidates must have taught in the year for which the award is given.	Candidates must be either Faculty Lecturers who carry a full teaching load or full-time tenured or tenure-stream members of staff with the rank of Assistant Professor, Associate Professor or Full Professor in any Faculty at McGill University. Candidates must have taught in the year for which the award is given.
Nomination Procedure and Requirements	
Teaching faculties are asked to submit their nominations by May 14, 2007 . Faculties should submit only one nomination per category. Some faculties may choose not to submit nominations in every category.	Teaching Faculties are asked to submit their nominations by XXXX, 2008 . Faculties should submit only one nomination per category. Some faculties may choose not to submit nominations in every category.
A) Each nomination should include: 1) A curriculum vita of the nominee;	Each nomination should include: 1) A curriculum vita of the nominee;
2) Course evaluations: two years of course evaluations of all courses taught (quantitative averages only);	

3) A list of courses taught, currently and previously;

4) Letters of support:

- a) a covering letter from the dean;
- b) a letter from the Chair of the department (or the Dean, in faculties without departments);
- c) the president (or other representative) of the faculty or departmental undergraduate student association (for departments with undergraduate teaching) and/or the president (or other representative) of the faculty or departmental graduate student association (for departments with graduate teaching);
- d) up to four (4) letters from former students or other persons in a position to comment on the abilities of the nominee.

Letters of support could include:

- ◆ information about the nominee's length of service;
- ◆ ~~clarity of presentation;~~
- ◆ ability to engage students;
- ◆ ~~mastery of the subject matter;~~
- ◆ dedication to teaching;
- ◆ involvement with program development or improvement;
- ◆ ~~nature and number of courses taught;~~
- ◆ ~~effectiveness of examination/evaluation methods;~~
- ◆ impact the nominee's teaching has had on former students' academic achievements or other successes;
- ◆ ~~any other relevant information that could be helpful to the committee.~~

~~Deans may choose to provide a summary of letters received in their covering letter.~~

Letters of support are solicited for the current award cycle (i.e. letters that were prepared either in past years or for a different set of awards will not be accepted).

2) Letters of support, including:

- a) a covering letter from the Dean (which may include a summary of all letters received)
- b) a nomination letter from the Chair of the department (or the Dean, in faculties without departments) (maximum of 3 pages)
- c) up to four (4) letters from students or other persons in a position to comment on the abilities of the nominee:
 - ◆ At least two (2) letters must be from former students
 - ◆ One letter may be from the President of a Faculty or Departmental undergraduate or graduate student association.

Letters of support could highlight:

- ◆ dedication to teaching;
- ◆ information about the nominee's length of service;
- ◆ ability to engage students in the learning process;
- ◆ impact the nominee's teaching has had on former students' academic achievements or other successes;
- ◆ educational leadership, such as involvement with program or curriculum development;
- ◆ integration of research and teaching.

Letters of support are solicited for the current award cycle (i.e. letters that were prepared either in past years or for a different set of awards will not be accepted).

~~B) Recommended (optional):~~ Statement of Teaching Approach:

~~It is recommended that a statement of Teaching Approach be included with the application (1 page maximum). This should be an explanation of the methods used in teaching and supervision and why the nominee teaches the way s/he does. This statement can facilitate the committee's interpretation of the rest of the dossier.~~

Please ensure that nominees are given adequate time to prepare this. Alternatively, this can be drawn from nominees' Teaching Portfolio (which is required for tenure and promotion).

1) Statement of Teaching Approach (1-page limit):

Nominees should provide a description of their teaching approach, with an explanation of why they have chosen this approach. The statement should also include a description of how the nominee's thinking about teaching and learning has changed over time, and how they work to improve their teaching. This statement can facilitate the Committee's interpretation of the rest of the dossier.

N.B. Please ensure that nominees are given adequate time to prepare this. Alternatively, this can be drawn from nominees' Teaching Portfolio (which is required for tenure and promotion).

4) Teaching Responsibilities for at least the past 2 years:

The suggested format is a table that presents the nominee's involvement with teaching, for example:

- Type of teaching (i.e classroom, fieldwork, graduate or clinical supervision)
- Nature and number of students (undergraduate, graduate, post-graduate)
- Other types of responsibilities: course design, course coordination, mentoring, etc.

5) Evidence of teaching excellence:

Students' course evaluation numerical ratings with department or faculty means for at least 2 years: interpretation or explanation of course evaluation ratings, with description of measures taken in response.

Optional documentation:

- an intact set of comments from students in a specific course
- teaching awards received
- peer evaluations
- invitations received that recognize expertise as a teacher, etc.

	<p><u>Educational Leadership</u></p> <p>Summarize involvement with initiatives such as:</p> <ul style="list-style-type: none"> • <u>curriculum or program (re)design and development</u> • <u>work with teaching and learning centers/committees, educational associations</u> • <u>Advising and mentoring</u> • <u>efforts made to enhance teaching in unit or University, e.g. organizing seminars, workshops, conferences or other teaching-related events</u> • <u>contributions to policy development.</u>
<p>Once a dossier is submitted, no additional materials will be added to the file.</p>	<p>Once a dossier is submitted, no additional materials will be added to the file.</p>