

# **Policy on the Excellence in Part-Time Teaching Award**

## **1.0 Reason for Policy**

This policy identifies the conditions under which the Part-Time Excellence in Teaching Award will be granted.

## **2.0 Policy Statement**

### **2.0.1. Preamble:**

The purpose of this award is to provide recognition and remuneration for individuals who make outstanding contributions in the course of their work for the University. The contributions of part-time faculty will be recognized through the Part-Time Excellence in Teaching Award, which will be awarded annually and accompanied by a monetary award of \$1500.00.

The operative question in granting this award should not be whether an individual has achieved a stated standard of competence in teaching; rather, the faculty member's teaching should meet a standard greater than is usually expected from faculty members.

### **2.0.2. Function**

Part-Time Excellence in Teaching Awards have been established for the purpose of recognizing, on a year-by-year basis, particular faculty members who have demonstrated excellence in their teaching. A Special Merit Awards Committee has been established to adjudicate full-time faculty awards for teaching, research, and service. The Special Merit Awards Committee will likewise be responsible for the Part-Time Excellence in Teaching Award. With respect to part-time award adjudication, the committee will function according to the existing procedures.

### **2.0.3. Membership**

The Special Merit Awards Committee shall consist of the following members:

- (a) Vice-President (Academic & Research) (ex officio) as Chair
  - (b) The Dean of Humanities and the Dean of Social Sciences
  - (c) Two faculty members elected by Senate
  - (d) One Student elected by Senate
  - (e) For the adjudication of the Part-Time Excellence in Teaching Award, the Director of Learning and Teaching development will sit as a non-voting member of the Committee.
- The membership of the committee should, as far as possible, reflect both gender equity and a diversity of disciplines.

### **2.0.4. Activities of the Special Merit Awards Committee**

- (a) Identify, through nominations and by Committee initiative, suitable candidates for the Part-Time Excellence in Teaching Award; The Committee should make every effort to encourage nominations from groups that have been traditionally under-represented, including women, aboriginal peoples, persons with disabilities and visible minorities.
- (b) Review and evaluate candidates for the Part-Time Excellence in Teaching Award;
- (c) Review periodically the criteria and procedures for the awarding of the Part-Time Excellence in Teaching Award.

### **2.0.5. Guidelines for Selecting Candidates**

- (a) Any part-time faculty member is eligible for the Part-Time Excellence in Teaching Award.
- (b) Although the award is presented in recognition of individuals who make outstanding contributions in the year in which the award is made, this in no way is intended to exclude achievements which represent the culmination of several years' work.
- (c) The nomination and recognition of faculty members not already so honored should be encouraged.
- (d) The names of nominees not selected will remain before the Committee for three years.
- (e) Self-nominations will be accepted.

### **2.0.6. Committee Procedures**

- (a) Nominations for a given year normally shall be solicited by the Vice-President (Academic and Research) by January 10. The call is publicized by the university. A reminder will be sent out January 20.
- (b) Nominations presented to the Committee will be in the form of a letter to be submitted to the Vice-President (Academic and Research) normally by February 15. Such letters may be multiply signed, but the primary consideration will be the content of the letter rather than the number of signatories.
- (c) The Committee will request, from the nominators and/or the candidates, documentation in support of the nomination by March 20.
- (d) Decisions of the Committee will be made by secret ballot with the Chair not participating. Tie votes will be decided by the Chair.
- (e) By April 15, the Special Merit Awards Committee will provide the President with its recommendation. If there are no suitable candidates for the award, the Committee may choose not to make a recommendation.

### **2.0.7. The Awards**

- (a) The award shall consist of a credit to the winner's Professional Development Reimbursement account in accordance with Article 14 of the Part-Time Collective Agreement.
- (b) The awards shall be presented at spring convocation.
- (c) The Special Merit Awards Committee will seek ways to bring attention to the

award winners through such things as publicly-displayed plaques, listings in the University Calendar, and University talks.

### **3.0 Accountability**

The Vice-President (Academic & Research) will be responsible for communication, administration and interpretation of this policy.

### **4.0 Secondary Documents**

None.

### **5.0 Review**

This policy shall normally be reviewed every five (5) years and the next review is scheduled for February 2022.

### **6.0 Effect on Previous Statements**

This policy supersedes all previous policies on the subject.

### **7.0 Cross References**

None

Vice-President (Academic & Research) December 2017