GUIDELINES FOR THE
ASSOCIATE VICE-PRESIDENT ACADEMIC
TEACHING ASSISTANT AWARD OF EXCELLENCE

Teaching assistants (TAs) contribute enormously to the University of Guelph’s exemplary academic community. Many TAs demonstrate an extraordinary sense of commitment to undergraduate student learning while balancing their own academic success. The Associate Vice-President Academic (AVPA) Teaching Assistant Award of Excellence recognizes the outstanding contribution of a teaching assistant in improving the undergraduate learning environment.

ELIGIBILITY

Qualified applicants must be enrolled in a master’s or PhD program at the University of Guelph and have held a TA position during the current academic year for which their contributions are being recognized. Although this award is open to previous nominees, past recipients are not eligible.

AWARD

The award winner will receive permanent recognition of their achievement, a framed certificate signed by both the AVPA and the Director of Open Learning and Educational Support presented to them at the annual Graduate Student University Teaching Conference. In addition to the framed certificate, the winner will also receive a financial award of $500.

CRITERIA

This award will be given to an outstanding individual who demonstrates an extraordinary commitment to enhancing the undergraduate learning experience. The nominee will be recognized for his or her exemplary teaching skills and abilities characterized in the following ways:

- Their ability to encourage student engagement and participation
- Their enthusiasm and subject-area expertise
- Their dedication, preparation, organization and time-management skills
- Their ability to innovate, and to motivate, recognize and reward student excellence
- Their exceptional ability to communicate and translate disciplinary knowledge
- Their ability to be accessible and approachable to students
- Their strong commitment to the ethics of teaching and to continual improvement
DEADLINE

Nomination packages are due on the last Thursday of April on an annual basis.

NOMINATION PACKAGE

Nominators

A nomination package will be compiled by at least two nominators, one of which is a faculty member or course instructor and the other an undergraduate student who has been enrolled in the course for which the nominated TA is being recognized.

Nomination packages must include a completed nomination form. Incomplete nominations will not be considered.

Nominators’ Letter

The nominators should each provide a one-page letter in support of the nomination. This letter should emphasize the major contributions of the nominee. Nominations letters do not need to be separately sealed.

Nominee’s Contribution

The nominee is responsible for including the following documentation in the nomination package:

- A one page statement of teaching philosophy or description of their instructional approach in this course;
- A one page summary of their teaching responsibilities and duties as a TA;
- A one page summary of the specific activities which clearly demonstrates their accomplishments and commitment to teaching
- A curriculum vitae (3 page maximum); and
- Up to two letters of support from undergraduate students, colleagues, supervisor and/or departmental faculty members.

Formatting

Submitted documents should be printed single sided on letter-sized paper.

Order of Contents

Documents in the nomination package are to be submitted in the following order:

1. Nomination form
2. Nominators’ letters
3. Teaching Philosophy Statement or description of approach
4. Summary of duties
5. Summary of teaching accomplishments / commitment to teaching
6. CV
7. Additional letters of support
CONFIDENTIALITY OF INFORMATION

Members of the Awards Selection Committee will treat the nomination file as confidential except that selected information in the file may be cited at the Awards Presentation and in publicity material. The Awards Selection Committee will retain nomination files, a copy of which will be made available to the nominee upon request.

AWARDS SELECTION COMMITTEE

The committee consists of the following voting members:

- Associate Vice President Academic (or a designated representative);
- An instructor;
- A graduate student; and
- An undergraduate student.

As well, the committee will have the following non-voting member:

- One educational developer from Open Learning and Educational Support