



SENATE AWARDS FOR EXCELLENCE IN TEACHING FOR CONTRACT ACADEMIC STAFF

Policy Sponsor:	Provost and Vice-President (Academic)	First Approved:	16 SEPTEMBER 2025
Primary Contact:	University Registrar	Last Updated:	
Approved by:	Senate	Review Scheduled:	

A. Purpose

The Senate Award for Excellence in Teaching for Contract Academic Staff was established to emphasize the importance of teaching at Brandon University and to recognize and honour those Contract Academic Staff who excel in this endeavour.

B. The Award

A maximum of two awards will be presented annually at Spring Convocation. The recipient(s) will be presented with a framed certificate signed by the President of the University, as Chair of Senate. A master plaque containing the names and department or Faculty/School affiliation of all recipients will be displayed on campus. The recipient(s) will also be awarded \$3,000.

C. Eligibility

Nominees for the award must:

- hold Right of First Refusal (RFR) in the course; and
- have completed a minimum of 3 credit hours in the preceding academic year (i.e., an individual nominated in November 2025 must have completed at least 3 credit hours between September 2024 and August 2025).

In all cases when considering an applicant for this award, factors pertaining to Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation will be considered, as appropriate to the teaching context. Evaluation will focus on the quality, significance, and context of teaching contributions and their demonstrated impact on student learning, recognizing that excellence may be expressed through a range of pedagogical approaches, practices, and outcomes.

Individuals may hold this award once.

D. Criteria

Nominations are to be submitted by current or former students or current faculty members (Professorial, Professional and Contract Academic Staff), except for members on the CTLT Advisory Committee who are not eligible to submit nominations. The nominators shall provide the Senate Office with a dossier that demonstrates how the nominee meets the criteria. It shall include, in no particular order, the following:

- a curriculum vitae addressing the criteria specified for the award, including a list of courses taught at BU;
- a summary statement, not to exceed two pages, describing how the nominee satisfies the selection criteria;
- evidence that the nominee has consented to the nomination;
- at least two, but no more than three, one or two-page letters from colleagues (at both Brandon University and other institutions/organizations) clearly stating in what capacity they have worked with the nominee; and/or current or former students supporting the nomination; and
- evidence that the nominee has consented to the nomination.

Optional: any other evidence from the last three years not reflected in the nomination package that demonstrates merit, such as student, Dean/Director and peer evaluations or other qualitative and quantitative evidence as deemed appropriate by the nominator.

Since excellence in teaching should not be narrowly defined, the Recommendation Committee will look for evidence of excellence and/or outstanding performance in each of the following areas, in no particular order of priority:

- ability to engage and motivate students
- communication skills
- accessibility to students
- reflective and responsive pedagogy
- educational leadership and mentorship
- comprehensive knowledge of the material taught
- organization of course content and materials
- educational standards

E. Call for Nominations

- The Senate Office shall notify the University community that nominations are being sought by November 1st.
- Nominees must give their consent to being nominated.
- Nominations must be submitted electronically to the applicable Dean by January 15th.
- The Senate Office will review for initial eligibility and distribute eligible nomination dossiers to the respective Deans/Directors by January 22nd.

F. Advisory Committee

Each Dean shall appoint and Chair an Advisory Committee consisting of at least two faculty members representing at least two departments. The two members should be actively engaged in teaching.

Note: Members of the Advisory Committee may not serve on the Recommendation Committee.

The Advisory Committee will be responsible for selecting the faculty/school nominee. If there is a nominee, the Advisory Committee shall forward the completed dossier to the CTLT Advisory Committee by way of the Office of the Provost and Vice-President (Academic), with copy to the Senate Office, by **February 1st**.

G. Centre for Teaching, Learning, and Technology (CTLT)

The CTLT Advisory Committee shall serve as the Recommendation Committee.

The Committee shall review the nominations forwarded by the Advisory Committees and, by applying the criteria to the information submitted for each nominee, may recommend one candidate. The recommendation to Senate is to be forwarded to the Senate Office by **March 1st**.

H. Senate

The Senate will review recommendations and make final selection decisions at its March meeting.

I. Recipient Notification

The Senate Office will notify successful recipient(s) and provide information regarding processes for award receipt.