



SENATE AWARDS FOR EXCELLENCE IN TEACHING

Policy Sponsor:	Provost and Vice-President (Academic)	First Approved:	18 NOVEMBER 2003
Primary Contact:	University Registrar	Last Updated:	16 SEPTEMBER 2025
Approved by:	Senate	Review Scheduled:	

A. Purpose

The Senate Awards for Excellence in Teaching were established to emphasize the importance of teaching at Brandon University and to recognize and honour those faculty members who excel in this endeavour.

B. The Award

A maximum of two awards will be presented annually at Spring Convocation: one Tier I and one Tier II award. 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 receive an additional \$5,000 in funds to be used as professional development and/or in teaching supports in consultation with the recipient, department, and Dean/Director.

C. Eligibility

Nominees for Tier II awards must

- have completed a minimum of 3 years of employment at Brandon University; and
- hold the rank of Assistant Professor, Professional Associate II, Instructional Associate II, USports II, Athletic Therapist II, or Athletic Director II.*

Nominees for Tier I awards must

- have completed a minimum of 3 years employment at Brandon University; and
- hold the rank of Associate Professor, Full Professor, Professional Associate III, Professional Associate IV, Instructional Associate III, Instructional Associate IV, USports III, Athletic Therapist III, or Athletic Director III.*

* Administrative Associates whose job descriptions include for credit teaching assignments may be considered (Administrative Associate II for Tier II and Administrative Associate III for Tier I).

Individuals may hold both awards over the duration of their career. A minimum of 10 years must have elapsed between awards (i.e. an individual who received the Tier II award at Convocation in 2015 would be eligible for the Tier I award in 2025). Additional significant accomplishments are anticipated to have occurred in the interval between awards. Current members of the Brandon University Senate or CTLT Advisory Committee are not eligible.

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.

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;
- 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 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
- course design and development
- engagement with Equity, Diversity, Inclusion, Decolonization, Indigenization, and Reconciliation

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 Senate Office 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/Director of a unit in which there are nominations 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 CTLT Advisory Committee may not serve on a unit-based Advisory Committee.

The Committee will be responsible for selecting the faculty/school/unit nominee. If there is a nominee, the Advisory Committee shall forward the completed dossier and Committee recommendation letter 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.