

THE ALUMNI AWARD FOR EXCELLENCE IN TEACHING

THE AWARD

The Brandon University Alumni Association Excellence in Teaching Award is presented to a member of the Brandon University Teaching Staff who has exemplified Excellence in Teaching at our University. One award will be presented annually in May, at Spring Convocation. This award will consist of a framed certificate. The award winner's name will also be added to the central plaque.

ELIGIBILITY

Candidates must be:

- a) Full-time members of the Brandon University teaching staff who have completed three years of full-time teaching duties at Brandon University, and who have been properly nominated; **OR**
- b) Adjunct academic staff employed at Brandon University who have a full teaching load as defined by the Dean of appropriate faculty, who have completed three years of teaching duties at Brandon University with a full teaching load and who have been properly nominated.

CRITERIA

It is expected that the following list of criteria will be among those considered by both nominators and evaluators alike.

Candidates should:

1. Have a comprehensive and current knowledge of the subject.
2. Be habitually well-prepared for teaching sessions, be they lectures, laboratories, seminars or tutorials.
3. Have enthusiasm for the subject and the capacity to arouse interest in it among the students.
4. Encourage student participation and model respect for students as equal partners in the teaching-learning process.
5. Set a high standard and successfully motivate students to attain such a standard.
6. Communicate effectively at levels appropriate to the student's capacity.

7. Utilize methods of evaluation of student performance which stress an understanding of the subject, rather than just the ability to memorize.
8. Be accessible to students outside of class hours.
9. Have a reputation for superior teaching and be recognized for this quality by students and colleagues alike.

NOMINATION PROCEDURES

1. Nomination forms are available at the Office of Alumni Relations. Nomination forms must be completed in full. Nominators can be students and/or alumni. Current faculty who are alumni of Brandon University (Brandon College) are ineligible to participate in the nomination procedure. Nominations shall consist of signatures and letters from students and/or alumni of Brandon University. The first nominator will provide his/her address and phone number and be designated as the contact. This person shall be responsible for fulfilling all nomination procedures.
2. Nominators should make certain that the Selection Committee has as much quality information specific to the criteria. In addition to a completed nomination form, support the criteria with letters from students and/or alumni of Brandon University. No more than eight (8) letters and no less than 4, shall accompany the nomination form. Of these eight (8) no more than four (4) from students, and four (4) from alumni. Make certain to include any and all information which will allow the Selection Committee to come to know the "excellence" of the person who you are nominating.
3. A current curriculum vitae of the nominee shall accompany the nomination. CV's provide valuable information when publicizing the award.
4. Nomination forms and letters of support must be returned to the Alumni Relations Office by 4:00 p.m. on the deadline date to be considered eligible for the award.
5. All nominations shall be confidential and following selection will be destroyed.
6. The selection committee will consist of two representatives from the Brandon University Students Union who must be registered in different faculties, one representative from the Brandon University Faculty Association, two Brandon University Alumni Association Board Members, one being the Awards & Scholarship Chair, and the Alumni Relations Officer. No member of the selection committee shall be a nominee or nominator by signature or letter of this award. The selection committee's decision, made by secret ballot, will be final and reported to the Brandon University Alumni Association Board of Directors prior to public announcement.
7. The Brandon University Alumni Association President will notify all nominees in writing of the results.

**BRANDON UNIVERSITY ALUMNI ASSOCIATION
AWARD FOR EXCELLENCE IN TEACHING
2005**

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We nominate _____ of the department of
_____ for the Brandon University Alumni Award for
Excellence in Teaching.

The nominators are as follows:

(Nominator) (Status) (address & phone #)

(Nominator) (Status)

(Nominator) (Status)

(Nominator) (Status)

(Nominator) (Status)

I understand that I have been nominated and agree to comply with all the necessary nominee procedures.

(Nominee name) (Nominee signature)

In making the nomination, please refer to the criteria which is available from the Alumni Relations Office (located in the Development Office of Brandon University)

All related documentation should be attached at the time of submission.

All nominations are to be submitted to the Alumni Relations Office.

Deadline for nomination submissions is March 31, 2005.