**EARLY CAREER EDUCATOR AWARD**

**NOMINATION FORM**

(To be submitted along with Nomination Package to [teachingawards@viu.ca](mailto:teachingawards@viu.ca).)

Name of Nominator: Title. Click here to enter name. Position/s: Click here to enter text.

Name of Nominee/s: Title. Click here to enter name. Position/s: Click here to enter text.

Faculty/Faculties: Click here to enter text.

1. Your nomination package should be contained in **ONE** PDF file.
2. The nomination form itself should not be included in the nomination package PDF. It should be submitted as a separate attachment.
3. Please indicate with a checkmark that you have included the following in your nomination package. Nominations may be disqualified if there are items missing:

**Title Page**

**Table of Contents**

**Approval from Dean**

**Executive Summary**

**Statement of Teaching Philosophy**

**Teaching and Learning Design and Practice Narrative**

**Educational Leadership Details**

**Curriculum Vitae**

**Letters of support from colleague(s)**

**Letters of support from student(s)**

**Summary of Course Evaluations (if available)**

**Nominator’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**Dean’s Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**Nominee Waiver**: I release to Vancouver Island University’s Communications Office and the Office of the Provost and Vice-President Academic the information in this package for use in media releases, university publications, and the Provost Website <https://www2.viu.ca/pvpa/> .

**Nominee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter a date.

**NOMINATION PACKAGE INSTRUCTIONS**

**EARLY CAREER EDUCATOR AWARD**

1. **Title Page**:

* Names of:
* Nominee/s
* Faculty/s
* Dean/s
* Nominator
* Supporters
* Award category applied for.

1. **Table of Contents** of the Nomination Package
2. **Approval from Dean** of the Nomination Package
3. **Executive Summary** (1-2-page maximum, single spaced), of key points written by the Nominator.
4. **Statement of Teaching Philosophy** (1-page maximum, single spaced), written by the Nominee.

Should be well-articulated and clearly reflect the connection to the award category and the themes/areas of focus highlighted in the rest of the application package.

1. **Teaching and Learning Design and Practice Narrative** (5-page maximum, single spaced), written by the Nominee/s.

This section should help the Committee to understand how the Nominee’s teaching philosophy is enacted and should include the following:

* 2-3 case studies describing teaching and design strategies
* Clear rationale behind the strategies, offering evidence for their effectiveness
* Evidence-based descriptions of impact on student learning related to learning outcomes and intentions.
* **Note**: examples could describe a novel assignment, a series of lab experiments, exceptional fieldwork, innovative lecturing, and so on.

**The following are examples of supporting evidence that may be included:**

* Inquiry projects that focus on student learning outcomes in the discipline.
* Demonstration of innovation in teaching and learning in one’s discipline (new methods, tools, resources, strategies for learning).
* Work on curriculum development and reviews.
* Evidence of impact on public or institutional policy.

1. **Educational Leadership Details** (1-page maximum, single spaced), written by the Nominee/s.

This section elaborates teaching design and practice happening beyond the classroom, and should answer the question, “What has the Nominee done to further knowledge of teaching in the discipline, across the university and beyond?” Leadership presupposes a persistent focus on teaching innovation, and a professional commitment to continually deepen one’s understanding of effective teaching, which should be captured in the preceding sections. In this section Nominees are asked to focus on how they have inspired and supported their colleagues in exploring, adopting, and adapting new and innovative teaching practices. At the early career educator stage, this section may be the least well-developed in the package, but should still show evidence of activities that further knowledge of teaching in the discipline.

**The following are examples of supporting evidence that may be included:**

* + Providing workshops for colleagues on some aspect of teaching improvement or inquiry, both in one’s own discipline and elsewhere.
  + Presenting papers focused on teaching innovations at conferences.
  + Contributing to publications on teaching practices and innovations.
  + Leading departmental or program-wide teaching enhancement activity, perhaps through departmental or faculty structures, committees, or meetings.
  + Working with Teaching and Learning Centres/Committees, or with organizations/associations to promote teaching excellence.

1. **Curriculum Vitae** of the Nominee/s

It is strongly advised that the nominee’s CV be mapped to the recommendation, i.e., how does the nominee’s experience support the nomination?

1. **Letters of support** from one to (no more than) three colleagues

Letters should include descriptive comments about support for nominee/s and clearly identify abilities in design and practice relating to the award applied for.

1. **Letters of support** from one to (no more than) three students

Letters should include descriptive comments about support for nominee/s and clearly identify abilities in design and practice relating to the award applied for.

1. **Summary of Course Evaluations** if available, and most recent (not full evaluation packages).