

St. Francis Xavier University Outstanding Staff Teaching Award

The St. Francis Xavier University Outstanding Staff Teaching Award recognizes teaching contributions made by teaching staff at StFX who have contributed exceptionally to students' learning experiences.

Eligibility:

Eligible teaching staff members include Lab Instructors, Nurse Educators, Co-adj Teaching Staff, Extension Program Staff, Writing Centre Skills Instructors, and Librarians.

Candidates for the award must be nominated by at least four people. Nominations may be written by StFX students who are in their graduating year, faculty (full/part-time), teaching staff members, or alumni. A signed, hard-copy letter or PDF nominating the candidate should include the candidate's name, department, the nominator's name, program/year of graduation and/or current department, and signature and these letters should be submitted directly to the chair of the St. Francis Xavier University Outstanding Staff Teaching Award committee.

The nomination letters lend strong support to a candidate's consideration for a teaching award. These letters should outline the impact the nominee's teaching efforts have had on students' progression through their degree program. A person may only nominate one individual in a given academic year for the St. Francis Xavier University Outstanding Staff Teaching Award. Nominations are valid for the year in which the nomination letter is received and for an additional two years (i.e. a total of three successive years).

Eligible nominees may not be on leave during the calendar year in which the award is to be received. Award winners are not eligible for the award again during the two years subsequent to the date of the award.

Criteria for assessment:

Teaching effectiveness will be assessed by the St. Francis Xavier University Outstanding Staff Teaching Award committee according to the following three elements:

- The ability of the teacher to inspire and stimulate students' intellectual capacity.
- The ability of the teacher to communicate his/her ideas effectively to the student in their interactions.
- The degree to which the nominee demonstrates mastery in his/her area of expertise.

Dossier:

Nominees must provide evidence that supports his/her case for a St. Francis Xavier University Outstanding Staff Teaching Award in the form of a dossier that must not exceed ten pages in length. In the dossier, the following information should be contained:

- A one-page CV
- A statement of teaching philosophy
- Up to eight pages of evidence of teaching excellence (over a period of at least three years) that describes the teaching activities the nominee uses to support student learning

Examples of such evidence include, but are not limited to, the following:

- Quantitative evidence of teaching excellence, e.g. course evaluation data, if such data is available
- The development of innovative solutions which address obstacles faced by students (or teachers) resulting in improved access to learning materials/ experiences, enhanced technical support, etc.
- Contributions to curriculum development/collaboration with faculty and/or staff that results in improvement of the students' learning experiences
- Contributions made by the nominee on committees or task forces aimed at program development

If needed, the St. Francis Xavier University Outstanding Staff Teaching Award committee may request additional information from a nominee.

Timeline:

- An initial call for letters of nomination will be given by September 7th
- October 1st deadline for nomination letters to be received by the chair of the St. Francis Xavier University Outstanding Staff Teaching Award committee
- Candidates' dossiers need to be submitted to the St. Francis Xavier University Outstanding Staff Teaching Award committee by November 1st
- The St. Francis Xavier University Outstanding Staff Teaching Award committee will make its selection (and recommendation to the AVP) by November 15th. Once the nominee has accepted, the AVP will communicate the information to the Ceremonial Officer by November 20th for Fall Convocation
- A brief (max 200 words) citation should be prepared for the award winner for reading at Fall Convocation. This citation should be prepared, and is normally read, by a nominator of the award winner and arrangements will be made by the chair of the committee so that this person is put in contact with the Ceremonial Officer
- The chair sends copies of the nomination letters, CV, and statement of teaching philosophy to the Ceremonial Officer for the bio in the convocation program.

Committee makeup:

- Three committee members elected from the following groups: Lab Instructors, Nurse Educators, Librarians, Coady Teaching staff, Extension Program staff, Writing Centre Skills Instructors
- Chair of the St. Francis Xavier University Outstanding Faculty Teaching Award committee

Elected members will serve three-year terms on an alternating basis and new members will be elected at a Fall meeting of the St. Francis Xavier University Association of University Teachers (StFXAUT).

Award:

The St. Francis Xavier University Outstanding Staff Teaching Award committee will recommend up to one nominee for the St. Francis Xavier University Outstanding Staff Teaching Award. The monetary amount for the award will be equivalent to that set for the St. Francis Xavier University Outstanding Faculty Teaching Award.