



President's Award for Distinguished Teaching, 2019 Information for Nominees

Nominations for this award can be made by students, faculty members, or staff members.

Self-nominations are not considered.

One person must act as the **Nomination Coordinator**. The role of the coordinator is to ensure that the nomination is complete and to act as the liaison between the nominee, the nomination supporters, and Centre for Innovation in Teaching and Learning (CITL).

Deadlines

Friday, March 15, 2019, 5:00 pm The completed **nomination form and five letters of support** must be submitted by the nomination coordinator.

Friday, May 17, 2019, 11:59pm The **60-page teaching dossier and Curriculum Vitae** must be submitted electronically by the nominee.

Due to the number of nominations submitted and supported for this award competition, and in fairness to all nominees, extensions to the deadline date for submitting nomination dossiers will not be granted.

Nomination Documents

Nominees must submit **electronic PDF files** of the following two documents to Jennifer Moran, CITL, jmoran@mun.ca, by **11:59 pm, Friday, May 17, 2019**.

1. Teaching dossier
2. Curriculum vitae

In preparing the teaching dossier, nominees are asked to adhere to the following length and format restrictions:

- 60 pages maximum
- one-inch page margins
- 12-point font
- single line spacing
- table of contents
- page numbers on all content pages
- up to five minutes of audio or video may be submitted in lieu of one page of content
- Internet website addresses (URLs, QR codes) are not permitted, except when appearing in an academic reference.

Note that the table of contents, and any separator pages or fly sheets, will not be included in the overall page limit.

Advice on the preparation of a teaching dossier may be obtained from staff of CITL.

Contact

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