



(Lecturers and Instructional Staff Members)

## President's Award for Outstanding Teaching, 2019 Information for Nomination Coordinators

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

- obtain the nominee's acceptance of the nomination,
- obtain the signatures of ten people who support the nomination,
- collect five letters of support, and
- submit the completed nomination form and letters by the deadline date.

Details are provided below and assistance is available from Jennifer Moran, [jmoran@mun.ca](mailto:jmoran@mun.ca), or 864-3028.

### Nomination Deadline

**Wednesday, March 13, 2019, 5:00 pm**

The completed **nomination form** and **five letters of support** must be submitted by the nomination coordinator.

### Nomination Process

Nominations for this award can be made by students, faculty members, or staff members. Self-nominations are not considered.

The following procedure should be followed by the nomination coordinator to nominate a lecturer or instructional staff member for the President's Award for Outstanding Teaching:

1. Print the [nomination form](#).
2. Obtain the nominee's acceptance of the nomination and have them sign the nomination form. Inform the nominee that acceptance of the nomination will require the self-submission of an application document.

[Information for nominees of the 2019 President's Award for Outstanding Teaching \(Lecturers and Instructional Staff Members\)](#)

3. Obtain the signatures of **ten** people who support the nomination.
  - At least **three** supporters must be former students of the nominee.
  - At least **two** supporters must be current faculty members of Memorial University (included in this group are those with a term/contractual appointment, retired faculty members, and professors emeritus) or academic administrators. Per-course lecturers may be supporting signatories but their signatures do not fulfil this requirement.
  - The nomination coordinator may be one of the supporting signatories and may provide a letter of support.

4. **Five** supporters **listed on the nomination form** must write **individual** letters in support of the nominee.
  - At least **one** letter must be written by a current faculty member or academic administrator. Letters of support from per-course instructors may be submitted but cannot be used to fulfill this requirement.
  - At least **three** letters must be written by former students of the nominee.
  - All letters of support should be current, should address award criteria, and should be professional in content, structure and format.
  - All letters of support should be **signed** and **dated**. In the event that a letter is received via email and therefore, without an original signature, the nomination coordinator must complete an Affidavit for Unsigned Letters (see note below).

Letters of support may be addressed to “Members of the Selection Committee for the President’s Award for Outstanding Teaching”.

Inform the authors of letters of support that the letters may be read by the nominee and that quotes from the letters may be used in promotional material or in citations for the recipient.

It is recommended that the nomination coordinator also inform those who are providing letters of the qualities of a good letter of support. Letters should be specific and authentic. They should provide details about the way in which the nominee has been particularly effective in bringing about learning, either in students or in colleagues who are developing as teachers. A letter of support which merely states that the nominee is a wonderful teacher is unhelpful. It should provide concrete evidence of excellence in teaching from the perspective of the writer. This account should come from personal experience and be an authentic account of the influence the candidate has had on learning and/or professional growth.

It is the responsibility of the nomination coordinator to ensure that

- no more than five letters of support are submitted, and
  - they are submitted with the nomination form as a single package by the deadline date.
1. Submit the completed **nomination form** and **five letters of support** as a single package to Jennifer Moran, CITL, ED3000N, by **5:00 pm, Wednesday, March 13, 2019**.

**Note:** If a nomination supporter is not available to sign the nomination form, the nomination coordinator may enter the name of the individual on the form and attach an email from that individual stating their desire to “support the nomination of [name of nominee] for the 2019 President’s Award for Outstanding Teaching”. When letters of support are received by email and therefore without original signatures, the nomination coordinator must sign an **Affidavit for Unsigned Letters** which verifies the submission of complete and **unedited** letters.

**Affidavit for Unsigned Letters:**

[https://citl.mun.ca/TeachingSupport/Affidavit\\_for\\_Unsigned\\_Letters.pdf](https://citl.mun.ca/TeachingSupport/Affidavit_for_Unsigned_Letters.pdf)

## Contact

Jennifer Moran, Administrative Staff Specialist I  
Centre for Innovation in Teaching and Learning (CITL)  
ED3000N, G. A. Hickman Bldg. (Education)  
Memorial University of Newfoundland  
St. John's, NL A1B 3X8

709-864-3028

[jmoran@mun.ca](mailto:jmoran@mun.ca)