



## MEMORANDUM

**To:** Executive Committee of Faculty Council (November 2, 2015)  
Faculty Council (December 8, 2015)

**From:** Professor Lisa Romkey  
Chair, Teaching Methods and Resources Committee

**Date:** October 27, 2015

**Re:** First Year Teaching and Teaching Assistant Award Guidelines

## REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## BACKGROUND

It is proposed that a first-year teaching award and teaching assistant award be established within the Faculty of Applied Science & Engineering that would acknowledge excellence in teaching first-year students within the Core 8, TrackOne, and Engineering Science programs. Two teaching awards and two teaching assistant awards will be given in each term, one of each kind for teaching in Engineering Science, and the Core 8/TrackOne programs.

Although these awards will not join the suite of Faculty-wide teaching awards, the Teaching Methods and Resources Committee will participate in the selection committee and oversee these awards.

## STRUCTURE

### Eligibility

#### *First-Year Teaching Award*

Any instructor teaching in the first-year Core 8, TrackOne, and Engineering Science programs would be eligible and considered for this award. This would include communication instructors in ESP and Praxis and instructors teaching T-program and online courses.

### *First-Year Teaching Assistant Award*

Any teaching assistant assigned to teaching in the first-year Core 8, TrackOne, and Engineering Science programs would be eligible and considered for this award.

### **Selection Process**

At the end of each term (end of December and end of April) first-year students would be given the opportunity to respond to a survey which asks them to consider which of their instructors demonstrated excellence in: (a) the in-class learning experience, (b) presenting the material in an organized manner, (c) providing additional support through office hours or other means, and (d) supporting the student's transition into university. In addition, students would be asked to identify their best teaching assistant from that term.

The survey results would be tabulated according to the number of votes an instructor or TA received which have been normalized to the number of students that were taught by that instructor or TA.

The selection committee would then review these results and also consider any additional factors which may be relevant, such as additional work the instructor or TA had done to improve the first-year student experience.

The selection committee would consist of the Chair, First Year (or designate), Chair, Engineering Science (or designate), a faculty member representing the Teaching Methods and Resources Committee, and the first-year discipline class representatives from the Engineering Society.

### **PROCESS AND CONSULTATION**

These awards resulted from recommendations of the Core Curriculum Review Task Force after extensive consultations with students, faculty, and external programs and literature. The criteria for these awards was drafted by the Chair, First Year, who then consulted with the Teaching Methods and Resources Committee, who provided feedback on the criteria and selection process.

### **PROPOSAL/MOTION**

For information.