



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Professor Greg A. Jamieson  
Chair, Teaching Methods & Resources Committee

**Date:** October 31, 2011 for December 2, 2011 Faculty Council Meeting

**Re:** **Modifications to Teaching Award Guidelines**

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## REPORT CLASSIFICATION

This is **Minor Policy Matter** a that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

## BACKGROUND

The Teaching Methods & Resources Committee has approved modifications to the submission guidelines for the Faculty Teaching Award and the Early Career Teaching Award.

Faculty Teaching Award:

1. Replaced: "Order the documents in the order specified below. Please place the package contents in a binder (not bound) with the sections separated, using tabs."  
-with-  
"All documentation should be provided electronically in the form of one or more clearly labelled pdf or Word documents."
2. Added: (The total page count for all Appendices must not exceed 25 pages)
3. Deleted: "11. Candidates may select one course (from one session) and summarize the blue form comments. ALL comments must be included. If any comments are removed (such as those that are irrelevant), there must be an explanation included of how many have been omitted and why. (optional)"

Early Career Teaching Award:

1. Replaced: "Order the documents in the order specified below. Please place the package contents in a binder (not bound) with the sections separated, using tabs."  
-with-

2. “All documentation should be provided electronically in the form of one or more clearly labelled pdf or Word documents.”
3. Added: (The total page count for all Appendices must not exceed 25 pages)
4. Deleted: “11. Candidates may select one course (from one session) and summarize the blue form comments. ALL comments must be included. If any comments are removed (such as those that are irrelevant), there must be an explanation included of how many have been omitted and why. (optional)”

## **PROPOSAL/MOTION**

For information.