

## Principal Instructor Teaching Awards

The purpose of these awards is to recognize graduate student instructors who are especially skillful and dedicated teachers. Any graduate student Principal Instructor at the University of Alberta is eligible for these awards. Only University of Alberta courses that were taught as a Principal Instructor during a graduate student's current academic program (as a graduate student of the University of Alberta) will be considered. Three awards valued at \$1000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).

### GSA Policy: GSA Recognition Awards and Adjudication Criteria

#### O.POL.1 General

O.POL.1.1 There is no maximum number of GSA Recognition Awards an individual can apply for each year, but they must meet the application eligibility requirements for the award, and each award applied for must have a complete application package. GSA members can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.2 An individual can be nominated or self-nominated for the same GSA Recognition Award only once each year. The first nomination received will be the one adjudicated.

O.POL.1.3 Current Directly-Elected Officers and members of the GSA Awards Selection Committee are not eligible to be nominated or self-nominated for GSA Recognition Awards.

O.POL.1.4 An individual can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.5 A GSA Graduate Student Group or individual can receive the same GSA Recognition Award no more than two (2) times.

O.POL.1.6 Any individual (excluding associate members) who was a GSA member at any time in which the GSA Recognition Awards nomination period was open is eligible for the self-nominated GSA Recognition Awards.

O.POL.1.7 Late and/or incomplete nominations and extraneous documents will not be accepted.

### Eligibility

All current graduate students, who have held a Principal Instructor teaching role at any point during their current degree program, are eligible (eg. a PhD student currently in their 4th year, who taught as a Principal Instructor during their 2nd year, can apply in the current year for their previous work).

### Adjudication Criteria

The Graduate Student Principal Instructor Teaching Awards are adjudicated on the basis of three (3) criteria:

- a. Quality of teaching evaluations;
- b. Effort to build a constructive rapport with students; and
- c. Evidence of dedication to teaching and students.

Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

### Nomination Requirements

Self nominated.

A completed nomination package must include ONLY the following components and no others:

- a. Two signed letters of support that address how you, the nominee, meet the criteria
  - o At least one of the letters must be written by a student taught by the nominee
- b. Copies of Teaching Evaluation Summaries
  - o In the event evaluations from the department are not available, a letter from the department confirming the teaching activities and, where possible, any evaluations of the student as a Principal Instructor must be provided.

- c. A condensed CV that includes Principal Instructor activities undertaken during the nominee's current degree program. Maximum four (4) pages
- d. Enrollment Verification Document. This can be obtained from Bear Tracks.
- e. Any additional questions posed on the online application must be fully completed

### **Incomplete Nomination Packages**

Incomplete packages will not be accepted or adjudicated. Nomination packages will be considered incomplete without any of the components listed above and will not be accepted or adjudicated.

### **Policy and Procedure**

- a. Nominations will be reviewed by the GSA staff for eligibility and completeness
- b. According to its mandate, the GSA Awards Selection Committee (GSA ASC) "is responsible for selecting the recipients of the Council-approved GSA Recognition Awards" and "the GSA ASC may decide not to give out an award in a particular category if a qualified candidate is not identified" (Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards and Selection Committee, Sections O.POL.5.1 and O.POL.5.2).
- c. Results of the adjudication will be sent to nominees via email.

## Letter of Support Template: Principal Instructor Teaching Award

### Background

The purpose of these awards is to recognize graduate student instructors who are especially skillful and dedicated teachers.

Please explain how the nominee demonstrates:

a. An effort to build a constructive rapport with students

b. Dedication to teaching and students

I, the undersigned, confirm that the information provided in this letter of recommendation is accurate and reflects my honest assessment of the nominee.

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Name

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Position

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UofA Department or Name of Organization

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Date

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Signature