

- e. *Innovation*: Contributing to the development of original curriculum material to support the instructor's course goals and learning outcomes.

It is important to note that SIAs should not be encouraged to overwork; awards are intended for SIAs who work effectively within the hours of work they are allocated.

The nomination package should be organized in a single PDF file using the following headings in this order:

- a. Nomination Letter (maximum 500 words, double spaced, 12 pt. font, evidence may be listed in point form)

The nomination letter must be written on university letterhead by a member of the UTSC community who is aware of the nominee's work as a Sessional Instructional Assistant. SIAs cannot self-nominate, but are welcome to initiate a discussion with a potential nominator.

If the nominator is not the course instructor or academic supervisor to whom the nominee reports, then the nomination letter needs to be accompanied by a letter of support from the relevant course instructor or academic supervisor, also on university letterhead.

The nomination letter must include:

The course code, title, and approximate enrolment number for the course(s) for which the nominee is being nominated.

The nomination package should include up to three letters from others aware of the nominee's work as a Sessional Instructional Assistant, such as former students. Letters from current students will not be considered by the awards committee.

If the nominator is not the course instructor or academic supervisor to whom the

Course handouts

In-class or Quercus-based quizzes

Quercus modules, course websites, discussion lists

Evidence of professional development related to teaching: This may include formal and informal professional development undertaken by the nominee (workshops, sessions, courses, training, mentoring, consultations, or other professional activities to improve teaching skills or course/discussion design) and the application of learning from these activities to enhance the nominee's teaching.

Course evaluations, if available. (Please ensure evaluations are positioned at the end of the dossier.) The committee considers course evaluations as one of many ways in which teaching excellence might be demonstrated and considers this evidence in the context of the dossier as a whole. The committee is also intentional in its deliberations in recognizing the limitations of course evaluations as a primary measure of teaching effectiveness.

The deadline for submission of nominations is

The complete nomination package must be combined into _____ and sent as an email attachment to utscteachingawards@utsc.utoronto.ca.

Questions regarding the process and preparation of the nomination package may be directed to the Associate Dean / Director, Centre for Teaching and Learning, Karen McCrindle, at adteaching.utsc@utoronto.ca.