



## CUE Excellence in Teaching Award for Sessional Instructor

### Award Description:

This award will normally be presented annually to one CUE sessional instructor who has demonstrated excellence in and sustained commitment to university teaching, as recognized by peers, supervisors, and students. The selection committee reserves the right not to grant an award in any given year.

### Value of award:

\$500 cash award and certificate.

### Eligibility:

At the time of nomination, the nominee must have taught at least one course within the current calendar year as a Contract Sessional or Sessional Instructor at CUE as defined by CUE's Academic Colleagues Policy. Prior winners of this award are ineligible.

### Criteria:

Evidence of overall excellence in the nominee's quality of teaching and support for CUE's students, based on classroom observations, review of teaching materials, supervisor's reports, student evaluations, and supportive references from the instructor's peers. A nomination package should include evidence from as many of these categories as possible.

Evidence of the nominee's continuing commitment to and support of CUE and the Concordia community.

Evidence of the nominee's academic mentorship and support for his or her colleagues.

### Nominations:

Nominations may be made by any member of the Concordia community, including students, faculty, and staff. A nomination package should include the following:

1. A cover letter in support of the nominee.
2. The nominee's CV, teaching dossier, and statement of teaching philosophy.
3. Up to two letters of support from current and/or former students.
4. Up to two letters of support from the nominee's colleagues (either full-time or part-time).
5. Student evaluations for every course taught by the nominee in the previous academic year (that is, not including the current fall term), to be supplied by the nominee's department chair or dean at the written request of the nominee.
6. Additional supporting materials at the discretion of the nominator after consultation with the nominee.

The nominator is responsible for gathering the required materials and for ensuring that the nominee has sufficient time to prepare any required documents (e.g. teaching dossier) before the submission deadline.

**Nomination deadline:** January 15

All materials will be combined and submitted electronically as a single PDF document to [vpacademic@concordia.ab.ca](mailto:vpacademic@concordia.ab.ca).

**Selection Committee:** The selection committee will consist of the following members:

1. The Vice-President Academic, who will chair the committee.
2. An academic dean, appointed by the VPA.
3. One full-time faculty member, appointed by GFC.
4. One contract sessional or sessional instructor (preferably a previous award winner), appointed by GFC.
5. One student representative, appointed by the CSA.

The selection committee will convene in early January and make its decision in time for the inclusion of the award presentation at the Concordia Recognition Dinner in February.