THE UNIVERSITY OF BRITISH COLUMBIA
2018/2019 Killam Teaching Prize
FACULTY OF ARTS GUIDELINES

KILLAM TEACHING PRIZES will be awarded to up to six colleagues in the Faculty of Arts this year. These awards recognize distinguished teaching at all levels of instruction. An adjudicating committee comprising previous prize recipients, student representatives, and one or two colleagues appointed by the Associate Dean selects prizewinners.

ELIGIBILITY: There are no restrictions on rank; the only proviso being that the nominated colleagues should have three or more years of teaching experience at UBC (including the current academic year).

DEADLINES:

January 4, 2019: Nomination forms should be submitted to the relevant unit (i.e. to the Head of the Department, the Director of the School/Institute, or Chair of the Program) in which the candidate teaches. Units are responsible for assembling the dossier(s).

February 1, 2019: Head, Director, or Chair submits dossier(s) to the Dean's Office via an AIR-hosted web form: https://hd.air.arts.ubc.ca/2018-19-killam-teaching-prize/

RECOMMENDED PROCEDURES:

Heads, Directors, or Program Chairs shall strike a committee, including at least one student, to screen nominations and select the candidate(s) for his/her unit. The candidate(s) shall be informed immediately of the nomination, sign a waiver or release of teaching evaluation reports and provide any information relevant to preparing the dossier. In all other matters, candidates should remain at arm's length from the procedures.

The Head/Director/Chair, or his/her delegate, should ensure that dossier(s) contain required supporting documentation before submitting them online. Each dossier should be submitted via https://hd.air.arts.ubc.ca/2018-19-killam-teaching-prize/ with documentation in the following sequence:

1. Table of Contents
2. Covering letter from Head/Director/Chair if he/she is not the primary nominator, and if the unit is submitting more than one nomination, the Head should refrain from ranking them. The Head should provide information on the norms for teaching evaluation scores within the department.
3. Detailed Letter of Nomination from the primary nominator.
4. Candidate's Statement of Teaching Philosophy (*one page*). Longer statements will not be considered. Do not include a CV.
5. Candidate's statement of Teaching Innovation and/or Application of Teaching Philosophy (*one page*). Longer statements will not be considered.
6. Letters of Support – a minimum of one (1) and a maximum of three (3) from each of the following 4 categories (*individual or jointly signed letters accepted*):
   - Undergraduate Students*   -   Colleagues
   - Graduate Students/Teaching Assistants*   -   Alumni
   If your unit does not have both categories of students (undergrad and grad), please ensure there are at least 3 letters from the category you do have.
7. Record of teaching duties over the past 5 years (include number of undergraduate and, if relevant, graduate supervisions and graduate committee memberships); data on enrolments and grade distributions; report on student evaluation statistics from all courses, and full sets of accompanying student comments from four (4) courses representative of the types of classes taught and of student evaluations for those courses, sample course outlines, reading lists, examinations, and any other relevant teaching materials. Information about curriculum development, innovative pedagogy, mentoring or activities outside the classroom should be included. If there is a high proportion of A grades given in some courses (above 25%), please provide an explanation in each instance.

Prizewinners will be announced in Spring 2019 following approval by Killam Trustees.