



The Hessian Merit Awards for Excellence in Teaching by a **SESSIONAL** Instructor

Objectives

The Hessian Merit Award for Excellence in Teaching by a Sessional Instructor honours a sessional instructor for outstanding performance in teaching. This award publicly acknowledges an individual whose work has contributed to instructional excellence at UPEI.

The Hessian Merit Award for Excellence in Teaching by a Sessional Instructor is adjudicated by the UPEIFA Hessian Merit Award for Excellence in Teaching Committee, whose members are appointed by the Faculty Association Executive. The Committee comprises members from different academic areas of the university. Up to two awards for sessional instructors may be granted each academic year (for a total of up to four full-time and sessional Hessian awards), and the Committee may decide not to grant an award in any particular year.

Eligibility

1. Nominees must be sessional instructors at UPEI who are teaching during the current semester.
2. Nominees must have taught at least nine credit hours at UPEI before the term in which they are nominated.
3. Nominees must not have received a Hessian Merit Award for Excellence in Teaching by a Sessional Instructor within the past five years.

Criteria

Nominees for the award should:

- exhibit a comprehensive knowledge of the subject
- be habitually well prepared for teaching sessions
- have energy and enthusiasm for the subject and the capacity to arouse students' interest in it
- encourage student participation in the teaching and learning process
- set a high standard and motivate students to attain that standard
- communicate effectively at levels appropriate to students' capacity
- emphasize understanding of the subject over mere memorization (as appropriate) in evaluating student performance
- be accessible to students outside the classroom
- demonstrate excellence in teaching, including the use of innovative teaching techniques

Nomination Procedure

1. Each nomination must be made **collaboratively** by three or more sponsors—students, full-time or sessional faculty or staff, and/or alumni—on the standard nomination form, available from the Faculty Association Office (DSC 415) and the FA website (www.upeifa.org). No more than one faculty member or sessional instructor may be a sponsor for each nomination.
2. Each sponsor identified on the nomination form, must submit with the nomination, a separate confidential letter of support that addresses the criteria for the award.
3. All nomination forms and letters of support are due by **noon on Friday, October 19, 2018** and should be sent to the:

University of Prince Edward Island Faculty Association

550 University Avenue, Duffy Science Centre, Rm 415, Charlottetown, PE C1A 4P3

T 902-566-0438

| F 902-566-6043

| upeifa@upeifa.org

| www.upeifa.org

Chair, Hessian Merit Awards for Excellence in Teaching Committee

c/o Faculty Association Office
Room 415, Duffy Science Centre

Documentation

Sessional instructors who accept the nomination will be responsible for submitting an electronic teaching dossier by **noon on Friday, December 19, 2018** emphasizing his/her contributions to the enhancement of teaching. This electronic dossier should be submitted as either a **PDF** file or a **Rich Text Format (.rtf)** document. The main body of the document should be no more than **twenty (20)** pages long and any appendices should total no more than **twenty (20)** additional pages. The dossier should be emailed to the Chair of the UPEIFA Hessian Merit Awards for Excellence in Teaching Committee @ **jbryanton@upeifa.ca**. The completed dossier will contain the following material:

| | |
|---|---|
| Obligatory | <ul style="list-style-type: none"> • a statement of teaching philosophy • explanations of teaching methods • complete statistical results of teaching evaluations (SOTS) from three most recent years • arrange for a confidential letter from the candidate's department chair or dean (or the appropriate designate), if not a nominator, to be sent directly to the Chair of the Hessian Committee |
| Optional | <ul style="list-style-type: none"> • where possible, evidence that teaching methods successfully enhance student learning • descriptions of teaching innovations • evidence of sharing pedagogical methodology with colleagues/continuing education in teaching • up to three of the nominee's most recent course outlines (<i>in an appendix</i>) • any additional material that would support the nominee's case (<i>in an appendix</i>) |
| Additional Materials (to be solicited by the committee) | <ul style="list-style-type: none"> • statistical results of student assessments of instruction using the survey form designed for this purpose (administered by the committee) |

List of Sessional Instructor Recipients for the past five years.

| Academic Year | Name of Recipient | Academic Unit |
|----------------------|--------------------------------------|--|
| 2017-2018 | Laurie Brinklow | Island Studies |
| 2016-2017 | Brenton Dickieson Justin Gulati | Religious Studies/Inquiry Studies Mathematical & Computational Sciences |
| 2015-2016 | Bonnie Stewart Christopher Vessey | Education Mathematical & Computational Sciences |
| 2014-2015 | Richard Covey | Music |
| 2013-2014 | Richard Schneider | Environmental Studies |



Hessian Merit Awards for Excellence in Teaching by a **SESSIONAL Instructor** NOMINATION FORM

(For clarity, consider filling out this form on your computer before printing it.)

| | | |
|----------------|-------------------|--|
| Nominee | Name | |
| | Department | |
| | Telephone | |
| | Email | |

Sponsors

| | | |
|-------------------|--|--|
| Name | | <i>(please check one of the following)</i> <input type="checkbox"/> Student <input type="checkbox"/> Alumnus <input type="checkbox"/> Faculty/Staff |
| Department | | |
| Telephone | | |
| Email | | |
| Name | | <i>(please check one of the following)</i> <input type="checkbox"/> Student <input type="checkbox"/> Alumnus <input type="checkbox"/> Faculty/Staff |
| Department | | |
| Telephone | | |
| Email | | |
| Name | | <i>(please check one of the following)</i> <input type="checkbox"/> Student <input type="checkbox"/> Alumnus <input type="checkbox"/> Faculty/Staff |
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