
Dr. GERALDINE THOMAS EDUCATIONAL LEADERSHIP AWARD

Purpose: The purpose of this award is to recognize a faculty member's excellence in, and long-term commitment to, the *improvement of teaching* in the university, particularly within Saint Mary's University, and possibly beyond.

Criteria:

The Selection Committee will look for evidence that an individual nominated for this award will, in part, have provided leadership among faculty colleagues in developing institutional structures and processes, and in pursuing activities that help create an environment at Saint Mary's University in which teaching excellence is fostered and appreciated. He or she, for example, might have:

- Participated in organizing Saint Mary's ongoing efforts to improve the quality of instruction offered to students
- Mentored colleagues, either formally or informally, in efforts to improve their teaching
- Provided guidance to new faculty members
- Organized or participated actively in workshops, symposia, or conferences on university instruction,
- Been individually engaged in, or led collaborative efforts leading to, innovation in teaching approaches and subject-specific strategies, pedagogical materials development, and evaluation of learning, or
- Developed a scholarly approach to teaching and learning.

Eligibility:

- The award is open to faculty members (full or part-time) who have completed at least five years of teaching service at Saint Mary's.
- Academic administrators, such as Presidents, Vice-Presidents and Deans are not eligible.
- Chairs of departments are eligible, as are recipients of awards for teaching.
- Previous candidates must be re-nominated. If the nomination was in the previous 18 months, updating the documentation originally submitted would be sufficient.
- Previous recipients of the Educational Leadership award are not eligible for nomination.

Nomination Procedure:

- The Centre for Academic and Instructional Development will issue a Call for Nominations in January each year. This Call will be issued to ensure campus wide awareness (through email to all faculty, poster/announcements sent to each Department Chair and posted appropriately near Department offices and in the Faculty Lounge).
- The Call for Nominations will include eligibility, criteria, and deadlines for submission.
- Candidates for the award must be nominated by a currently serving faculty colleague (full or part-time) or an academic administrator.
- Candidates can be co-nominated by faculty colleagues (full or part-time), academic administrators, or members from the community with personal experience of the candidate's activities.
- Self-nominations will not be accepted.

- **Nomination Deadlines:**
 - ◆ A Nomination Form will be submitted to the Centre for Academic and Instructional Development by the end of February each year. Forms must be signed by a primary nominator, and four co-nominators, at least two co-nominators would be internal to Saint Mary's. Following receipt of a Nomination Form, the Chair of the Selection Committee will contact the primary nominator and the nominee, acknowledging the nomination and requesting the written documentation to complete the application.
 - ◆ **Written Documentation:** A complete file (maximum of twenty pages) will be submitted to the Centre for Academic and Instructional Development by late March, and will contain:
 - ◇ A cover letter from the primary nominator outlining the rationale/supportive reasoning for the nomination, including evidence of the candidate's major strengths.
 - ◇ Two additional letters of support from any of the four co-nominators with personal experience of the nominee's activities (maximum 2-pages per letter).
 - ◇ Maximum 4-page curriculum vitae or teaching dossier focused on the nominee's contributions to the enhancement of teaching and learning.
 - ◇ A one-two page statement (dated, signed) from the nominee about his/her philosophy of teaching and educational development.
 - ◇ Any documentary evidence relevant to the nominee's work in this area
 - ◇ Copy of a citation for any relevant award previously received by the nominee.

Selection Committee:

- The Educational Leadership Award Committee will be a sub-committee of the Quality of Teaching Committee, with membership as follows:
 - ◆ The Director of the Centre for Academic and Instructional Development (Award Committee Chair)
 - ◆ The 3 Faculty Representatives (Arts, Commerce, Science) of the Quality of Teaching Committee
 - ◆ 1 other member of the Quality of Teaching Committee
- The award will be given annually. The selection committee reserves the right to withhold the award in any year where nominations do not meet criteria/eligibility standards.

Award Presentation and Recognition:

- The award will be presented at Saint Mary's Spring Convocation, as determined by the recipient's Faculty.
- The award will consist of a plaque, presented to the recipient at Spring Convocation; and a framed plaque hung on the President's Wall of Academic Excellence.
- The award will be accompanied by a \$1500 recognition gift.

When appropriate, the winner of this award will become Saint Mary's nominee for related regional and/or national awards. To meet criteria for other awards, applicants for this Award are required to follow the above guidelines for a maximum of 20 pages.