

**FACULTY OF HEALTH SCIENCES  
EDUCATION AWARDS COMMITTEE**

**TERMS OF REFERENCE**

**PURPOSE:**

To promote and acknowledge excellence in teaching through the selection of recipients for the Faculty of Health Sciences Education Award.

**MEMBERSHIP:**

Director, Office of Health Sciences Education (Chair)

1 Faculty Representative from the School of Nursing

1 Faculty Representative from the School of Rehabilitation Therapy

1 Faculty Representative from the Basic Science Departments

1 Faculty Representative from the Clinical Sciences Departments

President of the Aesculapian Society (or delegate)

President of the Rehabilitation Therapy Society (or delegate)

President of the Nursing Science Society,

1 Student Representative selected by the housestaff association

1 Student Representative selected by the graduate students in Life Sciences

1 Student Representative of Life Sciences and Honours Biochemistry as appointed by the Associate Dean

Ex Officio: Dean, Faculty of Health Sciences

Note:

Faculty representatives will be nominated by the Faculty Board Nominating Committee.

Student representatives will be appointed on an annual basis and will serve a one year term.

**OFFICERS:**

The Director, Health Sciences Education shall act as Chairperson. The Secretary shall be appointed from the membership.

**PROCESS FOR AWARD NOMINATION:**

- All members of faculty, both full-time and part-time, are eligible
- At the beginning of the winter term, nominations will be solicited from either individuals or groups.
  - Nominations may recognize excellence in a range of teaching methods (small group, seminar, one on one supervision, lecture, etc), course or curriculum design, course organization, development of learning resources, education technology, evaluation, and innovation
  - All nominators will be asked to submit a brief description as to why the nominee is deserving of the award (see attached sample)
- Nominations will be closed after a two-week period. At that time nominees will be informed that they have been selected and asked to submit supporting evidence (see attached list). Nominees will be encouraged to submit more than one form of supporting documentation. Department heads as well as student society representatives will be asked to assist in the submission of supporting evidence.

**DEADLINE:**

Material will be received in the Dean's Office until the end of March.

**SELECTION PROCESS:**

In making their selection the Committee will place emphasis on innovative approaches in education and ensuring that the teaching method or innovation is clearly linked to research studies and literature concerning the methods and activities of teaching.

**PRESENTATION:**

The Award will consist of a citation and will be presented at an appropriate event and will be announced in the Queen's Gazette.

Education Award – Faculty of Health Sciences  
Nomination Form

Date : \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Department: \_\_\_\_\_

Nominated by: Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Email address \_\_\_\_\_

**Award Criteria**

The award has been established to recognize excellence in a range of teaching methods (small group, seminar, one on one supervision, lecture etc), course or curriculum design, course organization, development of learning resources, education technology, evaluation and innovation.

Please provide a brief description of how the teaching methods or innovation of the nominee addresses the award criteria.

Please Return to:

Office of the Dean, Faculty of Health Sciences

By:

## Education Award – Faculty of Health Sciences

### Request for Supporting Documentation

Congratulations! You have been nominated to receive the 2006 Faculty of Health Sciences Education Award - the highest education award in the Faculty of Health Sciences. To assist the committee in their deliberations we are requesting that you provide the committee with some additional information.

#### Required Documentation:

- A brief description of your teaching method or innovation including your source of inspiration e.g. research studies, educational literature, colleague, desire to better student learning outcomes/objectives of the course etc.

#### Supporting Evidence: At least one of the following:

- Student evaluation results  
(These can be in the form of formal results such as those obtained in an end of course questionnaire or informal feedback received through a letter(s) of appreciation)
- Peer Observation  
(This can be in the form of a letter from of a colleague who has had the chance to observe your teaching method or innovation)
- Example of how your method or innovation has inspired/influenced other faculty members  
(This can be in the form of a letter from of a colleague who bee influenced in their teaching as a result of your teaching method or innovation)
- Invited talks  
(Example(s) of where you were asked to showcase or describe your teaching method or innovation to colleagues or other departments either internal or eternal to the university)
- Poster Session  
(Example(s) of where you presented a poster describing your teaching method or innovation to colleagues or other departments either internal or eternal to the university)
- Publication  
(Description of a publication(s) resulting from your teaching method)