

**British Columbia Teaching and Learning Council  
WEST COAST TEACHING EXCELLENCE AWARDS**

## **Nomination Guidelines**

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discipline.

The following categories of evidence and appendices should be presented in the given order:

**Part 1: Nomination Letter**

department. If

Mindful of the 20-page limit for the dossier, nominees are strongly discouraged from including multiple letters that repeat the same information, thereby limiting the amount of evidence they can supply in Part 4.

**Appendices** The following appendices are **required** but not included in the 20-page limit for the dossier.

- A. A blank copy of the student ratings questionnaire or university-sanctioned alternative
- B. Complete sets of student comments from two courses listed on the table in Part 5b If

anonymous comments collected at the end of the semester by another method. All nominees must explain how and by whom the comments were collected, compiled, and verified.

- C. A one-page description of the two courses chosen and a rationale for their inclusion.
- D. A 250-word press release announcing the candidate as a winner of the BCTLC West Coast Teaching Excellence Awards from the perspective of the institution. This will

## **Procedures for Selecting Members of the BCTLC West Coast Teaching Excellence Awards Committee and Award Winners**

### Members of the Teaching Excellence Awards Committee

The Chair will be a member of the BCTLC and appointed by the Executive of the BCTLC. The Committee shall be comprised of a minimum of four additional BCTLC member institutions to a maximum of six. One rep from BCcampus may also sit on the committee.

The Past Chair of the BCTLC shall make the call for nominations to the Awards Committee in September of each year to the BCTLC community.

Committee members can be nominated with the nominee's permission or be self-nominated. Nominees do not have to be members of the BCTLC but must be from a school that is represented in the BCTLC.

There will be at least one representative on the Awards Committee from a college, institute or teaching university, and research-intensive university. If more nominations are received than can be accommodated on the committee, the BCTLC executive will decide who shall sit on the Awards Committee. If not enough nominations are received, the Past Chair will reach out to the membership to encourage participation.

### Choosing the Winners

Committee members will excuse themselves from the procedure/discussion when a submission from their school is being evaluated. This will not impact the overall score of the submission.

Submissions must meet all the criteria required as set out on page 1 to be considered.

Submissions will be kept confidential at all times to the exclusion of the Teaching Excellence Awards Committee.

The Committee Chair will connect with the committee members to explain the process, the evaluation, shortlisting, voting procedures.

Members of the committee will have access to the submissions that allows enough time to evaluate each submission according to a rubric and prepare a shortlist. The committee members will determine the timelines required, depending on the numbers of submissions received.

The scores will be emailed to the Committee Chair. The Chair will collect and collate the scores for the submissions.