

Guidelines for Preparing a Killam GTA Nomination Submission

There is no application form for this award. The person nominating the GTA, or the self-nominee, must compile a **dossier** of information about the nominee's work as a GTA, addressing the elements listed below and reflecting the [Criteria](#). These materials are collected from the nominee and/or other sources as appropriate.

For questions about dossier format that are not addressed below, please contact the Dean's Office, as some Faculties may have their own internal formatting requirements.

1. **TEACHING VALUES:** a statement of the candidate's values and assumptions about teaching and learning in higher education and of their experiences with putting these values and ideas into practice. (*maximum 2 pages*)

As part of the above statement, the candidate might consider including some of the following:

- a description of a recent instructional opportunity or problem faced by the Teaching Assistant, outlining steps taken toward resolution of the issue.
 - an example of written or oral feedback given by the Teaching Assistant to students in a laboratory, tutorial, fieldwork or clinical situation, or course. This could take the form of comments on lab reports, essays, or other assignments which the Teaching Assistant has directly overseen.
 - relevant examples of interest and involvement in teaching and student learning beyond the TA duties, such as participation in teaching enhancement seminars and workshops; independent reading in the field of teaching in higher education; or involvement on Departmental or other University committees which examine teaching and learning issues.
2. **TEACHING EXPERIENCE:** a summary of recent teaching responsibilities as well as contributions to teaching in the past: include number of students, type of teaching undertaken, hours per week in the classroom, and average time spent constructively in consultation with students and supervisors in carrying out Teaching Assistantship duties. (*maximum 2 pages*)
 3. **TEACHING FEEDBACK:** any formal feedback from students, colleagues and/or supervisors (in the form of student evaluations, letters, or related material) which addresses the stated criteria for this award. It is suggested that any letters be addressed to "To whom it may concern" or "To the Killam GTA Award Adjudication Committee". (*maximum 10 pages*)