

## Guidelines for Preparing the Killam GTA Nomination Submissions

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 TA, comprising the items listed below, addressing the [Criteria](#). These materials are collected from the nominee or other sources as appropriate.

The dossier must be forwarded to the Head's or Director's Office by a deadline in late March (exact date will be specified in the announcement in January). A single PDF document is recommended.

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

### REQUIRED:

1. 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 or tutorial assignments, essays, or other submissions which the Teaching Assistant has directly overseen.
  - further relevant examples of interest and involvement in teaching and student learning; for example, 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. 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. 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*)