January 6, 2022

To: Deans, UBC Vancouver

From: Moura Quayle, Vice-Provost and Associate VP Academic Affairs

Re: Call for Nominations – 2021-22 UBC Killam Graduate Teaching Assistant Awards

In recognition of the valuable role that Teaching Assistants play in our programs, UBC annually awards nineteen Killam Graduate Teaching Assistant Awards. Each Killam GTA Award includes a Certificate and $1,000.00. These awards seek to recognize teaching excellence within our institution and to underscore the importance and value that UBC places on teaching and learning.

We are seeking Deans' assistance in promoting this award opportunity in 2022. We ask that you distribute this Call for Nominations to Heads and Directors, students and faculty members in all your teaching sites and post it in public spaces as appropriate.

In addition to the Killam awards, a Faculty may choose to establish its own GTA teaching award administered internally.

The procedure for submission of nominations is outlined below, and Appendix I includes a set of criteria approved by the Deans' Committee when the awards were established.

Eligibility:

The award is open to any UBC Graduate Teaching Assistant at UBC Vancouver who has been acting in the position during the current academic year (2021-22) and/or the preceding academic year (2020-21).

Nomination Process:

Nominations should be encouraged from the GTA's faculty supervisors (e.g. professors, senior laboratory instructors), from colleagues working closely with the GTA nominee, and from students who attend/attended the nominee's class or laboratory. GTAs may also self-nominate for the award.

Each Faculty will determine how nominations will be encouraged and gathered within that Faculty. The Head's or Director's Office collects the nomination packages and submits them to the Dean's Office for adjudication. See below the deadlines for submission and adjudication. Following adjudication, the Dean's Office notifies the Provost Office of the selected winner(s).

Please note that there is no application or nomination form. The nomination takes the form of a teaching dossier of supporting documentation, from either the student/peer/faculty nominating party or the self-nominee. Please see Appendix II for guidelines for compiling the dossier and supporting documentation.

If the TA work is performed in a Department other than the GTA's "home" Department (where they are registered), the nomination package should be submitted to the Department in which the work is performed, and the home Department should be notified of the nomination. Should the nominee be named a winner, both Departments should be mentioned when the Dean's Office submits the winner's name to the Provost Office.

Adjudication Process:

As decided by the Committee of Deans in the late 1990s, Faculties are responsible for adjudicating their awards. A committee should be struck by each Dean's Office to review the nominations from Departments. It is suggested that each committee consist of three Graduate Teaching Assistants who are recognized as effective teachers, three faculty or laboratory supervisors of GTAs, and up to three recent teaching award winners in the faculty. A committee Chair will be chosen by, and from within, the committee. The attached criteria in Appendix I should be used by the committee to determine nominees' teaching effectiveness.

Distribution of Awards:

The centrally-funded UBC Killam Graduate Teaching Assistant Awards are distributed to the participating Faculties based on the number of GTAs per Faculty or the minimum of one award per Faculty each year. The 2021/2022 distribution is shown in the table below:

Faculty	Number of Awards
Applied Science	3
Arts	3
Dentistry	1
Education	2
Forestry	1
Land and Food Systems	1
Medicine	1
Pharmaceutical Sciences	1
Sauder School of Business	1
Science	5
Allard School of Law	n/a

Nomination Deadlines:

a) Individual nomination packages must be submitted <u>to the Head's or Director's office</u> by:
Friday, March 4, 2022.

b) The Department/Unit must send nomination packages <u>to the Dean's office</u> by:
Friday, March 11, 2022.

c) Following the adjudication process, the Dean's Office will forward the name of the winner(s) <u>to the Office of the Provost and VP Academic</u> by **Friday, March 25, 2022** along with the following information:

- current home mailing address
- email address
- UBC employee ID number
- name, title and email address of the TA's supervisor
- name and email address of the Department/Unit Head

The above information should be conveyed by email to the Provost Office via selina.fast@ubc.ca.

Faculties are asked to refrain from announcing the results until the winners' list has been posted to the Provost Office website (https://academic.ubc.ca/awards-funding/award-winners/killam-teaching-service-winners. The list will be posted approximately 1-2 weeks following the March 25 deadline above, which follows the congratulatory letter being sent to each winner from the Vice-Provost and Associate Vice-President Academic Affairs. The Provost Office will notify Deans' Offices when the list has been posted.

Appendices Attached:

Appendix I: Criteria
Appendix II: Guidelines for Preparing Nominations

Questions:

Questions about the overall process: Please contact Selina Fast, selina.fast@ubc.ca, Executive Assistant to the Vice-Provost and Associate Vice-President Academic Affairs.

Questions about the format and length of nomination packages: Please contact the relevant Dean's Office.

APPENDIX I:

Effective Teaching Criteria

for anyone preparing a nomination package, and for the Adjudication Committee

Successful candidates will have demonstrated skills, abilities and contributions that result in a high level of respect from students and academic or course supervisors, in several of the following areas. The successful candidate:

1. demonstrates a broad knowledge of the field and the ability to help students actively learn new knowledge, skills and perspectives, evidenced by student/supervisor feedback and relevant grades:
   - explains information clearly and logically;
   - organizes effective presentations, fieldwork or discussion groups that maximize   student learning;
   - constructively evaluates student presentations;
   - actively helps students to learn transferable skills such as oral and verbal communication, problem solving, critical thinking, numeracy, teamwork, leadership.

2. shows evidence of working in a collegial manner with students, faculty supervisors and Graduate Teaching Assistant colleagues:
   - works with other graduate students or faculty to improve the learning environment for students;
   - demonstrates rapport with and support of students through active listening strategies and actions;
   - encourages student collaboration through group projects and presentations.

3. shows evidence of incorporating new teaching skills learned through workshops, seminars and/or self-directed learning.

4. shows evidence of reflection and action on personal and professional development needs within the scope of the Teaching Assistant position.

5. acts as a role model, demonstrating high standards, good listening skills and ethics:
   - demonstrates reliability and availability within the scope of the TA job description;
   - encourages and supports diversity and equity within and beyond the classroom;
   - returns assignments quickly, with useful constructive feedback (oral and/or written);
   - is involved in community service as part of the position (for example, involvement in science fairs, open houses, undergraduate/graduate events).

APPENDIX II

Guidelines for Preparing the 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 set out in Appendix I. 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 the deadline of March 4, 2022. 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*)