January 3, 2024

To: Deans, UBC Vancouver

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

Re: Call for Nominations:
UBC Killam Graduate Teaching Assistant Awards 2023-24

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

We are seeking the assistance of Deans’ Offices in promoting this award opportunity in 2024. 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.

Eligibility:

The award is open to any Graduate Teaching Assistant at UBC Vancouver who has been acting in the position during the current academic year (2023-24) and/or the preceding academic year (2022-23).

Nomination Process:

Each Dean’s Office will determine how nominations will be encouraged and coordinated within that Faculty, following the schedule of submission dates in the “Nomination Deadlines” section below. The Head’s or Director’s Office collects the nomination packages and forwards them to the Dean’s Office for adjudication.

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.

Please refer to the “Distribution of Awards” section below for the number of allowable Killam GTA Awards per Faculty.
Nomination Format:

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.

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. 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.

Each nomination will be evaluated against the criteria listed in Appendix I, which is a set of criteria approved by the Committee of Deans when the awards were established.

Following adjudication, the Dean’s Office notifies the Provost Office of the selected award winner(s).

Distribution of Awards:

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

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Number of Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allard School of Law</td>
<td>n/a</td>
</tr>
<tr>
<td>Applied Science</td>
<td>3</td>
</tr>
<tr>
<td>Arts</td>
<td>3</td>
</tr>
<tr>
<td>Dentistry</td>
<td>1</td>
</tr>
<tr>
<td>Education</td>
<td>2</td>
</tr>
<tr>
<td>Forestry</td>
<td>1</td>
</tr>
<tr>
<td>Land and Food Systems</td>
<td>1</td>
</tr>
<tr>
<td>Medicine</td>
<td>1</td>
</tr>
<tr>
<td>Pharmaceutical Sciences</td>
<td>1</td>
</tr>
<tr>
<td>Sauder School of Business</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>5</td>
</tr>
</tbody>
</table>
Nomination Deadlines:

a) Individual nomination packages must be submitted to the Head’s or Director’s Office by: **Friday, March 1, 2024.**

- **Note to self-nominees:** The contact information for Heads’ and Directors’ Offices can be found by consulting the UBC Faculty and Staff Directory, or the Department/School website, or the Dean’s Office.

- The nomination package should be submitted to the Department in which the Teaching Assistant work is performed. If this differs from the “home” department in which the GTA is registered, the home Department should be notified of the nomination.

b) The Head’s or Director’s Office must send nomination packages to the Dean’s office for adjudication by: **Friday, March 8, 2024.**

c) The Dean’s Office will forward the name of the successful nominee(s) to the Provost Office along with the details listed below, to selina.fast@ubc.ca, by: **Friday, March 22, 2024.**

- current home mailing address
- email address
- name, title and email address of the GTA’s supervisor (for whom the TA work is performed)
- name and email address of the Department/Unit Head

Faculties are asked to refrain from announcing their award winners’ names until the list has been posted to the Provost Office’s website in late March or early April. The Provost Office will notify Deans’ Offices once the list has been posted.

Appendices Attached:

Appendix I: Criteria
Appendix II: Guidelines for Preparing Nominations

Questions:

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

Questions about formatting of the nomination package should be directed to the relevant Dean’s Office.
APPENDIX I:

Effective Teaching Criteria

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

Successful candidates will be graduate students who 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 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, and addressing the Criteria in Appendix I. 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. 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.
   • 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)