

Hessian Merit Award for Excellence in Teaching by a Sessional Instructor

Objectives

The Hessian Merit Award for Excellence in Teaching by a Sessional Instructor honours a sessional instructor for outstanding performance in teaching. This award publicly acknowledges an individual whose work has contributed to instructional excellence at UPEI.

The Hessian Merit Award for Excellence in Teaching by a Sessional Instructor is adjudicated by the UPEIFA Hessian Merit Award for Excellence in Teaching Committee, whose members are appointed by the Faculty Association Executive. The Committee comprises members from different academic areas of the university. No more than one award may be granted each academic year, and the Committee may decide not to grant an award in any particular year.

Eligibility

1. Nominees must be sessional instructors at UPEI who are teaching during the current semester.
2. Nominees must have taught at least nine credit hours at UPEI before the term in which they are nominated.
3. Nominees must not have received a Hessian Merit Award for Excellence in Teaching by a Sessional Instructor within the past five years.

Criteria

Nominees for the award should

- exhibit a comprehensive knowledge of the subject
- be habitually well prepared for teaching sessions
- have energy and enthusiasm for the subject and the capacity to arouse students' interest in it
- encourage student participation in the teaching and learning process
- set a high standard and motivate students to attain that standard
- communicate effectively at levels appropriate to students' capacity
- emphasize understanding of the subject over mere memorization (as appropriate) in evaluating student performance
- be accessible to students outside the classroom
- demonstrate excellence in teaching

Nomination Procedure

1. Each nomination must be made **collaboratively** by three or more sponsors—students, full-time or sessional faculty or staff, and/or alumni—on the standard nomination form, available from either the Faculty Association Office (Main 315) or the FA website (www.upeifa.org). No more than one faculty member or sessional instructor may be a sponsor for each nomination.
2. *Each* sponsor identified on the nomination form must submit a confidential letter of support that addresses the criteria for the award.
3. All nominations are due by **noon on Friday, February 20, 2015** and should be forwarded to:

Chair, Hessian Merit Awards for Excellence in Teaching Committee
c/o Faculty Association Office
Room 315, Main Building

Documentation

Sessional instructors who accept the nomination will be responsible for submitting an electronic teaching dossier by **noon on Friday, April 10, 2015** emphasizing his/her contributions to the enhancement of teaching. This electronic dossier should be submitted as either a **PDF** file or a **Rich Text Format** (.rtf) document. The main body of the document should be no more than **twenty (20)** pages long and any appendices should total no more than **twenty (20)** additional pages. The dossier should be emailed to the Chair of the UPEIFA Hessian Merit Awards for Excellence in Teaching Committee @gdoran@upei.ca. The completed dossier will contain the following material:

Obligatory	<ul style="list-style-type: none"> • a statement of teaching philosophy • descriptions of teaching methods • statistical results of teaching evaluations from three most current years • a confidential letter from the candidate's department chair or dean (or the appropriate designate)
Optional	<ul style="list-style-type: none"> • where possible, evidence that teaching methods successfully enhance student learning • descriptions of teaching innovations • evidence of sharing pedagogical methodology with colleagues/continuing education in teaching • up to three of the nominee's most recent course outlines (<i>in an appendix</i>) • any additional material that would support the nominee's case (<i>in an appendix</i>)
Additional Materials (to be solicited by the committee)	<ul style="list-style-type: none"> • signed letters (maximum two) of appreciation of the candidate's teaching from current or former UPEI students • statistical results of student assessments of instruction using the survey form designed for this purpose (administered by the committee)