Application Package: Tips for Success

# For Nominators

* **Nomination letter:** When writing your nomination letter, keep in mind the criteria of the award. Using similar language and structure (i.e. names of the teaching pillars in order) will help the adjudicators better understand how the nominee meets the criteria and focus on their strengths. Letters that are not well organized or unclear may negatively impact the nominee’s package. See page 2 for a guide on how to write a strong and well-organized nomination letter.

* **Dissemination pillar:** This teaching pillar can be challenging to express. Please note that the adjudication committee will take into account both formal (conferences, research papers, panels, etc.) and informal dissemination efforts (personal blogs, communities of practice, meetings with colleagues, etc.). Thus, be sure to include all dissemination channels the nominee has used in order to share the processes and outcomes of their teaching practices with others. This can be locally at the department or faculty level, with community, colleagues in other institutions, etc.

# For Nominees

* **Teaching philosophy**: Your teaching philosophy along with your personal statement frame the entire nomination package. See ways to strengthen your teaching philosophy [here](https://ctl.ok.ubc.ca/teaching-development/tenure-and-promotion/teaching-portfolios/tp-philosophy/). You may also consider sharing your teaching philosophy with colleagues to gather feedback and opportunities for improvement. Colleagues who know you well, especially those who have seen you teach, may also suggest relevant additions!
* **Personal statement**: This is your opportunity to reflect and highlight specific examples of how your practices align with each of the teaching pillars in the award criteria. Be sure to include clear connections and specific examples.
* **Dissemination pillar:** This teaching pillar can be challenging to express. Please note that the adjudication committee will take into account both formal (conferences, research papers, panels, etc.) and informal dissemination efforts (personal blogs, communities of practice, meetings with colleagues, etc.). Thus, be sure to include all dissemination channels you have used in order to share the processes and outcomes of your teaching practices with others. This can be locally at the department or faculty level, with community, colleagues in other institutions, etc.

# Nomination Letter: Guide to Writing a Strong and Organized Letter

I would like to formally nominate Dr. [Example] for the [Excellence and Innovation in Teaching Award/Killam Teaching Prize]. I have known Dr. [Example] since [date]. As a [colleague/supervisor/student/etc.], I have seen their commitment to teaching through [give examples]. More specifically, Dr. [Example] has demonstrated the teaching pillars listed in the award criteria in the following manners **[choose those pillars that apply]**:

1. Activities that facilitate and support learning (Delivery): Examples you may list under this pillar include:
   1. Courses and/or workshops improved or taught
   2. TEQs/SEOTs
   3. Collaborative projects with colleagues, students, community, etc.
   4. Supervision provided to undergraduate and graduate students
   5. Other teaching awards or teaching recognition received
   6. Students’ stories and/or feedback
   7. Supervision of graduate and undergraduate students
2. Course and or program design (Design): Examples you may list under this pillar include:
   1. Courses designed, created, or co-created
   2. Initiatives to support students learning and development at the department, faculty, or campus level
3. Scholarship of Teaching (Dissemination): Examples you may list under this pillar include:
   1. Conferences
   2. Articles
   3. Tri-Council funding
   4. Panel discussions
   5. Community events
   6. Personal blogs or websites
   7. Department or faculty-level committees or initiatives for sharing
   8. Other informal ways to share with others
4. Community engagement (Community): Examples you may list under this pillar include:
   1. Participation or leadership roles in professional associations
   2. Participation or leadership roles in community events or initiatives (on or off campus)
   3. Service through committees, task forces, advisory councils, etc.
   4. Partnerships and collaborative work with students, colleagues, institutions, etc.
5. Scholarly reflection and enhancement (Development): Examples you may list under this pillar include:
   1. Professional development opportunities
   2. Teaching/reflection practices