



# Application Package: Tips for Success

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## For Nominators

- **Nomination letter:** When writing your nomination letter, keep in mind the criteria of the award. Using similar language and structure 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.

## 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](#). 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.

## 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 the criteria that apply]**:

1. Educational Leadership: Educational leadership involves leading significant transformation in teaching and learning at an institutional, disciplinary, community, and/or societal level. Educational leadership fosters and supports change, and leads to a more inclusive, equitable, and diverse post-secondary education landscape.
  - a. Conferences
  - b. Articles
  - c. Tri-Council funding
  - d. Panel discussions



- e. Community events
  - f. Personal blogs or websites
  - g. Department or faculty-level committees or initiatives for sharing
  - h. Other informal ways to share with others
2. Teaching Excellence: Teaching excellence refers to the intentional actions of an instructor to create an exceptional learning environment through engaging in pedagogical practices designed to maximize student learning. Excellent teachers engage in inclusive practices, scholarly teaching and ongoing reflection of their own teaching practice.
- a. Courses and/or workshops improved or taught
  - b. TEQs/SEOTs
  - c. Collaborative projects with colleagues, students, community, etc.
  - d. Supervision provided to undergraduate and graduate students
  - e. Other teaching awards or teaching recognition received
  - f. Students' stories and/or feedback
  - g. Initiatives to support students learning and development at the department, faculty, or campus level
  - h. Professional development opportunities
  - i. Teaching/reflection practices
3. Educational Innovation: Educational innovation is the novel execution of ideas that contribute to more effective teaching and learning practices. The result of educational innovation impacts people in academia and beyond to reach mutual goals.
- a. Courses designed, created, or co-created
  - b. Initiatives to support students learning and development at the department, faculty, or campus level.
  - c. Participation or leadership roles in professional associations
  - d. Participation or leadership roles in community events or initiatives (on or off campus)
  - e. Service through committees, task forces, advisory councils, etc.
  - f. Partnerships and collaborative work with students, colleagues, institutions, etc.