**2020-2021 Faculty of Land and Food Systems Graduate Teaching Assistant Award**

In recognition of the valuable role that Graduate Teaching Assistants play, the University annually awards 16 Killam Graduate Teaching Assistant Awards. The Faculty of Land and Food Systems shares this award with the Faculty of Forestry, so this is offered biannually to LFS TA’s.

Starting in 2014-15, the LFS G&PS Office began offering the LFS Graduate Teaching Assistant Award. Both awards include a certificate and $1,000. Successful candidates will have met the same criteria used for UBC’s Killam Graduate Teaching Assistant Award, that result in a high level of respect from undergraduate students and academic or course supervisors. Both the Killam Graduate Teaching Assistant Award and the LFS Graduate Teaching Assistant Award seek to recognize teaching excellence within our institution and to underscore the importance and value that UBC places on teaching and learning.

**Call for Nominations**

The deadline to submit nomination packages is **Friday, March 5, 2021.** Electronic applications should be sent to melanie.train@ubc.ca**.**

The LFS Graduate Teaching Assistant Award will follow the procedure used for the Killam Graduate Teaching Assistant Award competition. Please refer to attached **“Procedures”** and **Appendices 1 and 2**.

Incomplete applications or applications submitted after the deadline will not be accepted. It is the nominating party’s responsibility to ensure the application is complete and submitted by the deadline.

Following the adjudication process, the awardee will receive official notification, via email, by **March 29, 2021**, as well as a $1000 prize and certificate. They will be asked to agree to have their name published in LFS Today and other notifications.

**PROCEDURES**

**Eligibility**

1. The award is open to any UBC Graduate Teaching Assistant who acts or has acted in this position at UBC Vancouver during the current and/or preceding academic year (2020-21 and/or 2019-20).
2. **Nomination Process**

Nominations are encouraged from faculty supervisors (professors, senior laboratory instructors) of the Graduate Teaching Assistant nominee, from colleagues working closely with the nominee, and from the students who attended the nominee’s class or laboratory. GTA’s can also self-nominate for the award.

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.

The LFS GTA Award is awarded to the top-ranking Graduate Teaching Assistant as determined by the review committee. It cannot be awarded to multiple GTA’s.

There is no application form. The application is in the form of a teaching dossier and supporting documentation, from either the self-nominee or the student/peer/faculty nominating party. Please see Appendix I for criteria and Appendix II for guidelines for compiling the dossier and supporting documentation. Completed nomination materials will be collected by Melanie Train.

1. **Nomination Deadlines**
2. Individual nomination packages (electronic) must be submitted to Melanie Train by **4:00 pm on** **Friday, March 5, 2021 – late or incomplete applications will NOT be considered.**
3. Departmental nomination packages will be circulated and reviewed by internal committee who will rank applicants and determine a winner by **Friday, March 26, 2021.**
4. Following the adjudication process, the LFS Graduate Teaching Award Committee will forward the name of the winner to the LFS Administrative Manager, Graduate & Postdoctoral Studies by **Friday, March 26, 2021.**

The committee will provide the following information about him/her:

* Current home mailing address
* Social Insurance Number or Employee ID (student ID number is no longer accepted by Payroll)
* e-mail address
* name and address of immediate supervisor
* name of the Program/Degree

\*This additional information is required in order to send out the award notification letter and to process the award payment.

d) The winner of the LFS Graduate Teaching Assistant Award will be announced during the week of **March 29, 2021**.

1. **Adjudication process:**

A committee will be struck by the Dean’s office to review the nominations for the faculty. The committee will tentatively be comprised of a member of the LFSUS, the Associate Dean, Academics, one to three faculty members and the Director of the LFS Learning Centre, who also chairs the committee. The enclosed criteria should be used by committees to determine nominees’ effectiveness.

1. **Supportive Documentation required and suggested for Nominators**

Appendix II includes information on supporting documentation for nominators to prepare, both required and suggested. A summary appears in the Call for Nominations. This information should take the form of a teaching dossier, and should speak to the criteria set out in Appendix I. There is no application form for this award.

**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 undergraduate 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 undergraduate 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 nominating party or self-nominee must compile a **dossier** of information about the nominee’s work as a TA, and include the requirements listed below, addressing the Criteria set out in Appendix I. The nominating party collects the information from the nominee and other sources as noted and forwards the dossier to the Head’s or Director’s Office by the deadline of March 5, 2021.

**REQUIRED:**

• a summary of recent teaching responsibilities -- including 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. If applicable, include activities from the preceding year. *(maximum 2 pages)*

• a statement of the candidate’s values and assumptions about teaching and learning in higher education. (*maximum 1 page*)

• 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. *(maximum 15 pages. It is suggested that support letters be addressed to “To whom it may concern”)*

and

• a demonstration of the candidate’s contributions to teaching over time (for example, as a Teaching Assistant or marker, and ability to teach a course on his/her own). *(maximum 3 pages)*

**SUGGESTED:**

• a description of a recent instructional opportunity or problem faced by the Teaching Assistant, outlining steps taken toward resolution of the issue. *(suggested length: 1 page)*

• 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. *(suggested length: 1-3 pages)*

• 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. *(suggested length: 1-2 pages)*