



https://taylorinstitute.ucalgary.ca/awards  
Nomination deadline: February 11, 2021

**Extended to March 25, 2021**

**Developing Your Nomination Dossier**

Teaching Awards Worksheets

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| **Considerations as you are preparing your dossier – know your purpose and focus!**  Which category are you being nominated for? Review the award categories and nomination requirements.  <https://taylorinstitute.ucalgary.ca/awards/prepare-nomination-package>  **SUPPORT SESSIONS. Register** <https://taylorinstitute.ucalgary.ca/awards>   * **Nov. 2, 2020 -Mar 25, 2021**: Developing your Dossier for the University of Calgary Teaching Awards Program. [**Registration required**](https://conted.ucalgary.ca/search/publicCourseSearchDetails.do?method=load&courseId=50809748&expandSectionId=56633167&parentSite=TI) * Watch the website for Teaching Award Drop-in Consultations.   **Questions you have about preparing a nomination dossier?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Next Steps**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Notes to self**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

These worksheets are designed for you to start developing your philosophy statement and gathering content and evidence for your nomination dossier. Always refer to your Award Category for specific details and requirements.



To get focused on teaching and learning and your practice, the following list is for your consideration as you begin to develop your philosophy statement.

**Learner-Centred Principles for Teaching in Higher Education**

The following principles have been adapted from Chickering and Gamson’s (1987) seven principles for good practice in undergraduate education, Ramsden’s (2003) thirteen principles for effective university teaching; Weimer’s (2013) five key changes to practice for learner-centred teaching, and Lizzio et al.’s (2002) conceptual model for an effective academic environment.

1. **Actively Engage Learners:** ensure learning material is stimulating, relevant and interesting; explain material clearly; use a variety of methods that encourage active and deep approaches to learning, as well as adapt to evolving classroom contexts.
2. **Demonstrate Passion, Empathy and Respect:** show interest in students’ opinions and concerns; seek to understand their diverse talents, needs, prior knowledge, and approaches to learning; encourage interaction between instructor and students; share your love of the discipline.
3. **Communicate Clear Expectations:** make clear the intended learning outcomes and standards for performance; provide organization, structure and direction for *where the course is going*.
4. **Encourage Student Independence:** provide opportunities to develop and draw upon personal interests; offer choice in learning processes and modes of assessment; provide timely and developmental feedback on learning; encourage metacognition to promote self-assessment of learning.
5. **Create a Teaching and Learning Community:** use teaching methods and learning strategies that encourage mutual learning, as well as thoughtful, respectful and collaborative engagement and dialogue between all members of the classroom community.
6. **Use Appropriate Assessment Methods:** clearly align assessment methods with intended course outcomes; provide clear criteria for evaluation; emphasize deep learning; scaffold assessments to ensure progressive learning.
7. **Commit to continuous improvement**: gather formative and summative feedback on your teaching; practice critical self-reflection; consult scholarly literature on teaching & learning; engage in meaningful conversations with colleagues; identify clear goals for strengthening your teaching practice.

References

Chickering, Arthur W, & Gamson, Zelda F. (1987). Seven principles for good practice in undergraduate education. *AAHE Bulletin, 39*(7), 3–7.

Lizzio, Alf, Wilson, Keithia, & Simons, Roland. (2002). University Students' Perceptions of the Learning Environment and Academic Outcomes: Implications for theory and practice. *Studies in Higher Education, 27*(1), 27-52.

Weimer, Maryellen. (2013). *Learner-centered teaching: Five key changes to practice*. John Wiley & Sons.

Ramsden, P. (2003). *Learning to Teach in Higher Education*. New York: Routledge.



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**DEVELOPING YOUR PHILOSOPHY STATEMENT for the NOMINATION DOSSIER: WORKSHEET**

*FREEWRITE – EDIT LATER*

1. What does it mean to be a good teacher or educational leader or graduate student supervisor or staff member in a university context? What does this mean in my particular discipline?
2. Who or what has most informed my beliefs?
3. What strategies do I use in my role? What do these say about my beliefs?
4. What 2-3 key beliefs do I hold about my practice in my context? What matters most to me?

1.

2.

3.

## Possible \*Structure of an AWARDS Nomination Dossier. Adapt & revise to your category requirements.

\*refer to the Teaching AWARD website for specific details regarding your category

|  |  |
| --- | --- |
| Dossier Sections | 🗸 Have examples  \* Need to gather more  ? Need to discuss |
| See the individual AWARD category for your specific requirements | |
| Philosophy Statement: |  |
| Descriptions of strategies, activities, and/or initiatives |  |
| Summary of data/evidence: students, colleagues or others |  |
| Evidence of student learning and success |  |
| Reflective summary statement and goal |  |
| *Other possible categories* | |
| Professional learning & development |  |
| Educational service |  |
| Teaching and learning research / scholarship |  |
| Awards and recognition |  |

\*Adapted from https://taylorinstitute.ucalgary.ca/awards; Seldin et al., 2010; CAUT, 2018; Knapper and Wright, 2001,

**Sources of evidence**

<http://connections.ucalgaryblogs.ca/files/2018/09/Final_Guide-to-Evidence-of-Teaching-1.pdf>

**For all data presented**

Include a brief reflection and analysis to put these data in context.

* What themes do you see?
* What do these data say about your strengths and future areas for growth?
* What have you learned from these data?
* How do these data and comments connect to your philosophy and practices?
* How will you continue to grow and develop in your role based on these data? What actions will you take to grow and improve?

## Framework for Aligning a Dossier (Example)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Beliefs | Strategies | Evidence | Critical Reflection | Award Criteria (may be more than one) |
| What are the key beliefs that you hold related to teaching and learning, and/or leadership, and/or supervision? What are the key claims that you make? | What strategies and activities do you use and put into practice that support these beliefs and claims? | What materials provide evidence of your strategies and activities? What data and documentation provide evidence of the impact and effectiveness of your practice? | How can you put these actions and evidence into context? How do they demonstrate your philosophy and beliefs? What have you learned from these data and experiences? How will this inform your future practice? How will you grow and improve? | What specific award criteria do these beliefs, accomplishments, strategies, activities and evidence relate to |
| *I encourage learners to be critically reflective and believe that students best synthesize new knowledge by being provided opportunities to uncover and examine their assumptions and beliefs* | *Weekly on-line reflective learning journals*  *One-page reflective summaries for course projects and papers* | *Assignment description for online-reflective learning journals*  *Student course evaluation comments related to the development of their ability for critical reflection*  *Exemplary student submissions* | *Reflective assignments directly align with my core belief of the importance of critical reflection to learning. In course evaluations, students have commented on the value of these assignments, in creating a sense of relevance to the course material, and communicating how they will use these learnings in their future academic and professional practices.*  *It also streamlined my ability to provide directed feedback on their course projects and papers. Based on student feedback and workload, these assignments could be reduced in number.*  *I will continue to explore other ways to incorporate critical reflection into student learning experiences, and will reduce the number of online journal submissions in future course offerings.* | *Challenging learners to develop their critical thinking.* |

## Framework for Aligning a Dossier (Worksheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Beliefs | Strategies | Evidence | Critical Reflection | Award Criteria (may be more than one) |
| What are the key beliefs that you hold related to teaching and learning, and/or leadership, and/or supervision? What are the key claims that you make? | What strategies and activities do you use and put into practice that support these beliefs and claims? | What materials provide evidence of your strategies and activities? What data and documentation provide evidence of the impact and effectiveness of your practice? | \*How can you put these actions and evidence into context? How do they demonstrate your philosophy and beliefs? What have you learned from these data and experiences? How will this inform your future practice? How will you grow and improve? | What award criteria do these beliefs, accomplishments, strategies, activities and evidence relate to |
|  |  |  |  |  |

\*Critical reflection will be woven through the narrative of your dossier

## References

Canadian Association of University Teachers (CAUT). (2018). *CAUT Teaching Dossier*. Canadian Association of University Teachers, Ottawa, ON, https://www.caut.ca/sites/default/files/caut-teaching-dossier\_2018-11\_online\_version.pdf

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Knapper, C., & Wright, W. A. (2001). Using portfolios to document good teaching: Premises, purposes, practices. *New directions for teaching and learning*, 88, 19-29.

Schonwetter, D.J., Sokal, L., Friesen, M., & Taylor, L.K. (2002). Teaching philosophies reconsidered: A conceptual model for the development and evaluation of teaching philosophy statements. *International Journal for Academic Development,* 7(1), 83-97.

Seldin, P., Miller, J. E., & Seldin, C. A. (2010). *The teaching portfolio: A practical guide to improved performance and promotion/tenure decisions*. John Wiley & Sons.

## Resources

A Guide to Providing Evidence of Teaching  
connections.ucalgaryblogs.ca/2018/09/13/a-guide-to-providing-evidence-of-teaching/

Kenny, N. & Berenson, C. (2016). Writing an Educational Leadership Philosophy Statement <https://taylorinstitute.ucalgary.ca/resources/writing-an-educational-leadership-philosophy-statement>

UCalgary Teaching Dossier Resources, including sample philosophy statements, dossiers, and templates: http://www.ucalgary.ca/taylorinstitute/resources/teaching-philosophies-and-dossiers

University of Calgary Teaching Awards Nomination information https://taylorinstitute.ucalgary.ca/awards

Sample Dossiers & Philosophy Statements

http://www.ucalgary.ca/taylorinstitute/resources/teaching-philosophies-and-dossiers