



Preparing a Nomination Dossier for the University of Calgary Teaching Awards

Congratulations on your nomination to the University of Calgary Teaching Awards. These distinguished awards recognize outstanding contributions to learning by individuals and groups in diverse teaching contexts. You will embark on a journey as you plan and prepare to submit your nomination package. The information in this resource will also be useful for nominators and those who support nominees through this process.

The University of Calgary Teaching Awards program has been held annually since 2014. Complete details and resources are available on the website, and it is recommended you visit the awards site on a regular basis. <https://taylorinstitute.ucalgary.ca/awards>

Getting Started

- Confirm that you are nominated in the correct category. Do you meet the posted eligibility and award criteria?
- Plan backwards from the deadlines and allow time for contingencies
- Block time in your calendar to prepare your nomination package
- Designate a lead for the process if it is a team or group nomination
- Connect with leaders in your faculty to access coordinated local supports to help you through the process

Know your Nomination Award Category

- Follow the specific requirements and details provided in your category – each award category has similar but distinct requirements
- Review the posted information on how nominations are assessed. Use this information to guide you as you prepare your nomination package

Identify What you Need to Prepare

- Coordinate with your nominator(s) regarding the nomination letter and how your application will be submitted
- Ask for letters of support – refer to the details in your award category. Allow time for this process and provide background information and deadlines to the authors
- Identify the materials and documents you currently have available to include in the nomination. Consider what you have and what you still need to gather

Preparing your Nomination Dossier

- Sign up for a workshop or consultation through the Taylor Institute for Teaching and Learning to guide you as you prepare your nomination and dossier

- Review the requirements for the nomination dossier. Refer to and use the terms in your category, e.g., teaching philosophy statement, philosophy statement, graduate supervision philosophy statement, educational leadership philosophy statement, teaching and learning statement
- Make an outline, based on the criteria, of what are you plan to include as evidence of your outstanding contributions
- Consider using a dossier template with the awareness that you are preparing a *nomination* dossier and you will need to adapt available templates such as teaching dossiers. Templates are guidelines and need to be customized by you
- Review and plan for the maximum page and/ or length requirements
- Focus on the criteria and requirements for the specific award you are being nominated for
- Dedicate time to review and revise your nomination dossier

Resources and Support

- Book a course or consultation with the Taylor Institute
- Review and access web resources (templates, examples, articles)
- <https://taylorinstitute.ucalgary.ca/awards/teaching-awards-support>

Plan for Submission

- Consult with your nominator to clarify task assignments, and how specifically the nomination will be coordinated and submitted
- Review the dates, deadlines, requirements, signatures, and forms

Key Takeaways as you Prepare Your Award Nomination Package

- The award is a University of Calgary Teaching Award (not a Taylor Institute Award)
- Focus on the evidence and impact of your contributions at the University of Calgary in relation to the specific award criteria
- Follow the specific criteria, eligibility, and requirements in your award category
- Focus on how you will identify and present your outstanding contributions, and provide evidence of the impact of these contributions from multiple perspectives as appropriate (e.g., self, colleagues, students)
- Highlight your top one or two contributions that are most aligned with the award criteria and the most significant to the award category
- The nomination dossier is not a teaching dossier (refer to your award category call for nominations for specific requirements)
- Make a plan and build in time for contingencies
- Reach out for assistance and support, whether from your faculty or department, nominator, colleagues, or the Taylor Institute
- Celebrate your nomination!