

FACULTY OF ENGINEERING

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September 1, 2022

UNIVERSITY OF OTTAWA

FACULTY OF ENGINEERING TEACHING INNOVATION AWARD

STATEMENT OF POLICY AND PROCEDURES

1. THE AWARD

- 1.1 The Teaching Innovation Award, hereinafter referred to as the award, is an award sponsored by the Faculty of Engineering (the Faculty).
- 1.2 One award shall be given annually provided that appropriate candidates are nominated.
- 1.3 The award shall be administered pursuant to policies and procedures set out herein or established in accordance with the provisions of this document.

2. OBJECTIVE

The objective of the award is to celebrate innovation in the use of technology for teaching and learning at the university level in the Faculty of Engineering by recognizing annually a member of its teaching staff who has a positive impact on teaching quality and enhancement of student learning.

3. THE AWARD AND PUBLIC LECTURE

- 3.1 The recipient of the award shall receive an honorarium, as provided by the Faculty.
- 3.2 The award will be presented to the recipient in the course of an appropriate ceremony normally held in the year in which the award is made.
- 3.3 The award ceremony will normally be preceded by a public lecture by the recipient of the award. Although the choice of the subject of the lecture is left to the recipient, the lecture should contain matters of general interest to the engineering and computer science community and should not be limited to the speaker's research interests. It is desirable but not obligatory that the speaker present some material in English and some in French.

4. TEACHING AWARDS COMMITTEE

The Faculty Teaching Personnel Committee will act as the Teaching Awards Committee, hereafter referred to as the Committee. The Committee is responsible for the selection of recipients for the Teaching Awards.

5. SELECTION CRITERIA

- 5.1 The award honors teaching practices or strategies designed to improve student learning in online, blended, or face-to-face courses. Innovations may be any teaching

strategy used in a course, class meeting, assignment, or other learning activities.

The award is intended to recognize and disseminate teaching practices based on the:

- Originality of the teaching strategy or how it was implemented.
- Impact on student learning and/or engagement.
- Potential to adopt the teaching strategy (or key elements thereof) within or across disciplines.

- 5.2 Only members with tenure or on a “tenure-track” appointment, hereafter referred to as regular members, are eligible for the award. The candidate must have a minimum of two (2) years at the University of Ottawa.
- 5.3 Regular members who have received major teaching recognitions from the University of Ottawa (e.g. University of Ottawa Teaching Award) or who have awarded major external recognitions for the quality of their teaching (e.g. 3M Teaching Award, OCUFA Teaching Award) shall not be eligible for nomination to the award.
- 5.4 Recipients of the John V. Marsh Award shall be eligible for the Teaching Innovation Award provided that they meet the eligibility criteria.
- 5.5 The award will not be accorded twice to the same person.

6. NOMINATION PROCEDURE

- 6.1 A nomination for the award may be initiated by any Faculty of Engineering student, alumnus or alumna, faculty member or administrator. Nominations should be addressed to the Dean of Engineering.
- 6.2 The Departmental/School Teaching Personnel Committee of each department/school shall select all departmental/school nominations for the award. After selecting nominees and ascertaining their willingness to be candidates for the award, the Departmental/School Teaching Personnel Committee shall prepare a brief in support of each candidate. The Chair/Director shall forward the briefs, along with appropriate supporting documentation and his/her own recommendation, to the Committee.
- 6.3 Nominations for the award should be made as objectively as possible and should be broadly based. Any relevant evidence may be submitted to the committee. The submitted documentation should, in any event, include
- (a) nomination letter which should include the teaching practice, why it is innovative and how it positively impacted student learning and/or engagement.
 - (b) excerpts from the DTPC/STPC minutes
 - (c) a description of the innovation completed by the nominee addressing what motivated this teaching innovation, how the innovation was implemented and how

it impacted student learning and/or engagement.

(d) candidate's CV

(e) two (2) to four (4) letters of support written by current students or faculty members testifying to the impacts of the innovation on student learning and/or engagement.

6.4 Each department/school is entitled to submit to the Committee one nomination.

7. PUBLIC RELATIONS

7.1 The award ceremony shall be organized by the Faculty of Engineering.

7.2 The Faculty shall annually budget an amount it deems appropriate to cover publicity costs associated with the award.

8. TERMS OF REFERENCE OF THE COMMITTEE

8.1 MANDATE – the Committee shall select recipients for the award subject to the provisions of this document. The Committee may decline to select a recipient in any year in which it finds that none of the candidates meets the criteria set out herein.

8.2 INFORMATION – The Committee shall make its selection on the basis of the files submitted by the Departmental/School Personnel Committees and submissions from qualified persons whom the Committee invites to provide it with additional information.

9. TARGET DATES

9.1 The Dean will send guidelines for nominations and request the cooperation of Departmental/School Teaching Personnel Committees in the selection of candidates and the preparation of supporting files.

9.2 Nominations are to be submitted to the Dean and to the Faculty Teaching Awards Committee. The Committee is to complete its deliberations and select a recipient.