

**FACULTÉ DE GÉNIE**

**FACULTY OF ENGINEERING**

ALL PROVISIONS CONTAINED IN THIS DOCUMENT  
WILL BECOME EFFECTIVE STARTING  
September 1, 2011



**FACULTY OF ENGINEERING  
TEACHING ASSISTANT OF THE YEAR AWARD  
STATEMENT OF POLICY AND PROCEDURES**

**1. THE AWARD**

- 1.1 The TEACHING ASSISTANT OF THE YEAR 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 outstanding candidates who deserve the award are nominated.
- 1.3 The period from September 1 to August 31 will be considered as academic annual year as per the CUPE agreement.
- 1.4 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 recognize the services and contributions of a graduate student to the undergraduate students in the capacity of a Teaching Assistant in the Faculty of Engineering.

**3. THE AWARD**

- 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 spring of the year.

**4. TEACHING AWARDS COMMITTEE**

The Faculty Executive Committee will act as the Teaching Awards Committee, hereafter referred to as the Committee. The Committee is responsible for the selection of the recipient for this Teaching Assistant Award.

## 5. SELECTION CRITERIA

- 5.1 It is intended that the award recognize outstanding contributions of the Teaching Assistant. This should not be narrowly defined and should not necessarily be limited to marking the assignments and helping in the laboratory duties or conducting the tutorials. Rather, contributions to all aspects of services and contributions to help the undergraduate students should be considered. The award can be based on some of the following information:

Nomination letters from the undergraduate students

Mid-semester evaluation by the course instructor summarized and submitted to the Chair or Director

Nomination letters from other professors

Nomination letters from peers (i.e., other course instructors)

Nomination letters from the undergraduate students associations

Nomination letters from the non-teaching staff

- 5.2 Only graduate students **working as Teaching Assistants** are eligible for the award. All full-time and part-time teaching assistants registered in a Faculty of Engineering doctoral or master's program are eligible for the award and evaluated equally.
- 5.3 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 undergraduate student, faculty member or administrator. Nominations should be addressed to the Department Chair or School Director.
- 6.2 The Council of each department or school shall select nominations for the award. After selecting nominees and ascertaining their willingness to be candidates for the award, the individual Council 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
  - (b) excerpts from the Council minutes
  - (c) candidate's statement of his/her contributions as Teaching Assistant including philosophy
  - (d) candidate's CV

- (e) supporting documents of mid-semester evaluations by the course instructor
- (f) testimonial letters from peers
- (g) testimonial letters from students, associations or alumni

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 Executive 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 each individual Council and submissions from qualified persons whom the Committee invites to provide it with additional information.

## **9. TARGET DATES**

9.1 The Dean will, in early March, send guidelines for nominations and request the cooperation of Councils in the selection of candidates and the preparation of supporting files.

9.2 Nominations are to be submitted to the Dean by mid-May and to the Faculty Awards Committee by the end of the month of May. The Committee is to complete its deliberations and select a recipient by mid-June.