



Faculty of Social Sciences Teaching Assistant Award

Eligibility: Individuals eligible to receive the award are teaching assistants (defined as seminar/tutorial leaders and lab demonstrators) who have demonstrated a commitment to assisting undergraduate students in reaching their educational goals. Teaching assistants (TAs) who are eligible must exhibit exceptional commitment to learning and teaching at Brock University. This includes showing that they are dedicated to learning in the Social Sciences, sharing information about the Social Sciences with their students and with the community of learners within the Faculty of Social Sciences, and actively developing their teaching skills to enhance their teaching ability. All teaching assistants are considered for these awards (e.g., Undergraduate students, Graduate students, non-students).

Application Guidelines:

Applications should be organized with the sections in the following order:

1. The nomination form must be signed by two nominators. One nominator must be a faculty member. The second nominator may be a student or a peer.
2. The individual nominated must sign the nomination form to indicate his/her willingness to be considered for the award.
3. Each nominator must submit a letter outlining his/her relationship to the individual and why he/she has nominated this person. These letters should not exceed three pages each.
4. The nomination dossier must include a summary of the supporting documentation (i.e. a summary of the testimonial letters, teaching evaluation data, etc).
5. Supporting documentation is essential. This should include
 - a) a brief c.v.,
 - b) evidence of professional development in teaching (i.e., attendance at the Workshop Series offered by the Centre for Teaching, Learning and Educational Technologies),
 - c) faculty evaluations of TA performance,
 - d) a summary of teaching evaluations,
 - e) testimonial letters from faculty and staff members at Brock, and from former students (*from sources other than the nominators - maximum of 6*); note that testimonial letters from current students will not be considered part of the application due to the potential for a conflict of interest,
 - f) a statement of teaching and learning philosophy written by the TA.

6. TAs will be eligible for this award only once every five years.

Suggestions:

1. Letters and supporting documents should address how the person has made a contribution to learning and teaching rather than how great a person he/she is. For the purposes of this award, the following may be considered:

a) Classroom instruction in seminars, tutorials, and labs:

- Availability to students
- Student mentoring
- Marking and evaluation
- Ability to respond to student needs
- Methods of delivering instructional material
- Contributions to course development and modification
- Unique methods used to teach material

b) Professional development as a TA

- Attendance at CTLET workshops
- Active discussion of learning/teaching with faculty members
- Acting as a mentee with a faculty member or other experienced teacher at Brock
- Sharing best practices in teaching and learning with other TAs and teachers at Brock

2. Supporting documentation from a variety of sources is preferred (students, faculty, peers, administrators).

Deadline: The nomination packages will be received by the Associate Dean of the Faculty of Social Sciences by March 1 (or the first business day following that date if it falls on a weekend). The Faculty of Social Sciences Administrative Officer will annually establish and serve as chair of a Selection Committee to select the recipient of the award. The committee shall include at least one representative of the faculty and one student representative from the Faculty of Social Sciences. The award decision will be made by April 30 of each year.

Award Value: \$200. All recipients of the award will be recognized with a letter from the Dean of Social Sciences.

Questions about this award can be directed to the Administrative Officer in the Faculty of Social Sciences.

Please note that the selection committee reserves the right not to select an award winner in any given year.



Faculty of Social Sciences Teaching Assistant Award Nomination

Nominee Information (please print or type)

Name: _____

Department: _____

Brock Email Address: _____

Telephone Number: _____

This signature indicates that I am willing to have my name submitted for consideration for the Faculty of Social Sciences Teaching Assistant Award (to be signed by nominee):

(signature)

Nominator 1:

Name: _____

Department: _____

Brock Email Address: _____

Telephone Number: _____

Position: _____

Nominator 2:

Name: _____

Department: _____

Brock Email Address: _____

Telephone Number: _____

Position: _____

Deadline: Return this form, along with the completed nomination dossier (see guidelines) by March 1 of each year (or first business day thereafter) to the Associate Dean, Faculty of Social Sciences.