

Selection Process

Vice Chancellor's Award for Excellence in Teaching

Key Dates

Process	Date
Call goes out	December 15 - 20, 2021
Nominations Due (from Nominator)	February 8th
Notify nominator & nominee of invitation to submit portfolio	By February 11 th
Information Webinar (LLI)	Week of February 14 - 18th
Nomination Portfolios Due	April 15th
Selection Committee Reviews Nominations	Week of April 25-29
Selection Committee Meets	Week of May 02-06
Winners Announced by VC Office	By May 09 – May 13
Winners Celebrated at Convocation	TBD – End June

Process

1. Establish a Selection Committee by **mid-March (LLI Director)**:

The Selection Committee will include the following:

- Chair: Vice Chancellor
- Learning Institute Director or Designate
- Representative of the LUMS Student Council
- 3 (rotating) faculty reps from different schools
- External referee

Committee members from 2020:

- Zuha Arif Zia - Representative of the LUMS Student Council
- Dr. Razia Iram Sadik - Faculty Rep - SOE
- Dr. Launa Gauthier - LLI Designate
- Dr. Suleman Shahid - LLI Director
- Dr. Denise Chalmers - External Referee
- Dr. Muhammad Faryad - Faculty Rep - SSE
- Dr. Aamna Khalid - Faculty Rep - HSS

2. LLI Awards Coordinator revises **Call for Nominations** and gets feedback from the VC on any changes. Call goes out on **December 17th**: First email **sent by the VC** directly to Deans and all faculty & teaching staff and students. Second and third reminders can be sent by **Mid & End January** by the **Director/Learning Institute** to faculty, staff, students and adjuncts. The LLI should also send the Call directly to faculty who we identify as candidates for the Award.
3. The LLI Director, awards coordinator & faculty development lead review the nomination letters. Emails to nominees & nominators (same email) go out by **February 11th**, inviting them to submit a teaching portfolio. Include an invitation to nominees/nominators to a webinar hosted by LLI to give more information about developing portfolios. (Set date for webinar – **week of February 14-18**)
4. At this time, it is a good idea to **set meeting dates** for the April Selection Committee meetings, especially to get the time reserved in the VC's calendar.
5. Candidates submit a portfolio by **April 15th** to the Learning Institute email address and the coordinator shares these electronically with the Selection Committee.
6. Selection Committee members review portfolios during the **week of April 19-23**. During this week, the Selection Committee may want to meet once as a “practice run” to review one portfolio to make sure that everyone is on the same page about how to rank candidates, have an understanding about using the rubric and to discuss any changes to the rubric if necessary before making final reviews the following week. Committee uses the **Rubric for Nomination Portfolios** (see below).
7. The Selection Committee meets to select the final winners during the **week of April 25-29**. The coordinator should also attend to take notes, especially on feedback that will be given to unsuccessful nominees. Nominees who do not win can be encouraged to develop their portfolios more and try again next year. Any changes to the process or the Award criteria, rubrics etc. can be made at this meeting. Also discuss the process for announcing Awards and whether citations for each award winner will be written (by whom, by what date etc.) and how these will be shared with the broader LUMS community. Written citations should be approved and/or co-written by the winners themselves before being sent out to the public, posted on the web etc.
8. Begin coordination of announcements in collaboration with the VC Office including letters to winners, writing citations about each winner for publicity (**Samples can be provided from McMaster**). At the same time that winners are announced by the VC office, the Chair (VC) or the LI Director sends out letters behalf of the committee to the nominator & unsuccessful candidates offering feedback and encouraging them to apply in the future. Coordinator can help to draft these letters based on notes taken during the Selection Committee meeting.
9. LLI Award Coordinator with the LLI Director & Faculty development lead begin planning of the follow-up events for celebration/retreat/showcase, in coordination with the VC Office.

Rubric for Nomination Portfolios

Vice Chancellor's Award for Excellence in Teaching

Rubric Instructions

Please use the rubric below to assess nomination portfolios for the Award. While reviewing a portfolio, please consider overall, how the nomination portfolio demonstrates a thoughtful, cohesive approach to teaching and learning. Mark each nominee **out of 5** for an **overall holistic score** that reflects the strength of the nomination portfolio.

Score	Description
5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

Name of Nominee:
Nominee's School:
Holistic Score: /5

Criterion & Examples for Excellence	Convincing Evidence	Important Missing Evidence	Other Comments
<p>1. A statement of teaching philosophy (1 page max)</p> <ul style="list-style-type: none"> Effectively narrates the nominee’s beliefs about learning and teaching, contextualized within their discipline. Articulates approaches to enhancing learning (e.g., effective teaching strategies, assessment, classroom climate, relationship with students) 			
<p>2. Evidence: A description of multiple examples of innovative teaching, mentoring, leadership practice, or development of educational materials. (5 pages max)</p> <ul style="list-style-type: none"> Should substantiate claims made in the teaching philosophy statement. The materials show innovative, effective, and engaging teaching methods, assignments, or activities that have a demonstrable impact on student learning. Examples of assessment practices that go beyond required institutional means of assessment and that have been used to refine teaching methods Mentorship of student learning through involvement in research or 			

<p>practical experience at the institutional, local, or global levels may be included.</p> <ul style="list-style-type: none"> • Participation in the Pedagogical Partnership Program • Demonstrated activities designed to advance the quality and practice of teaching and learning (e.g., Conducting workshops on/off campus; Conducting a Scholarship of Teaching and Learning project; Participating in faculty learning communities; service to campus or professional committees that focus on teaching and learning.) 			
<p>3. Letters of support from colleagues and students. (3 pages max)</p> <ul style="list-style-type: none"> • Demonstrate quality, scope, and impact of the Nominee’s teaching at the institutional level and possibly international and global levels. • The letters attest to the nominee’s impact and effectiveness in teaching and learning. 			
<p>Any additional comments about this Candidate’s teaching & Nomination Portfolio:</p>			