



(Lecturers and Instructional Staff Members)

President's Award for Outstanding Teaching, 2019 Information for Nominees

Nominations for this award can be made by students, faculty members, or staff members.

Self-nominations are not considered.

One person must act as the **Nomination Coordinator**. The role of the coordinator is to ensure that the nomination is complete and to act as the liaison between the nominee, the nomination supporters, and the Centre for Innovation in Teaching and Learning (CITL).

Deadlines

Wednesday, March 13, 2019, 5:00 pm The completed **nomination form** and **five letters of support** must be submitted by the nomination coordinator.

Wednesday, May 15, 2019, 11:59 pm The **10-page application document** with a **course syllabus, up to 10 pages of appending documents and a Curriculum Vitae** must be submitted electronically by the nominee.

Due to the number of nominations submitted and supported for this award competition, and in fairness to all nominees, extensions to the deadline date for submitting nomination documents will not be granted.

Nomination Document

Nominees must submit **electronic PDF files** of the following two documents to Jennifer Moran, CITL, jmoran@mun.ca, by **11:59 pm, Wednesday, May 15, 2019**.

1. Application Document
2. Curriculum vitae

In preparing the application document, nominees are asked to adhere to the following length and format restrictions:

1. Main Application Document (**maximum 10 pages**)
 - i. Introduction
 - ii. Curriculum Development and Alignment
 - iii. Instructional Approaches
 - iv. Integration of Research
 - v. Professional Development
2. Appendix A (no page limit): A course syllabus from a previously taught course

3. Additional Appendices (**maximum 10 pages**): Additional material to support information in the main application document

In preparing the application document, nominees are asked to adhere to the following format:

- 12-point font
- single line spacing
- one-inch page margins
- table of contents
- page numbers on all content pages
- up to five minutes of audio or video may be submitted in lieu of one page of content
- internet website addresses (URLs, QR codes) are not permitted, except when appearing in an academic reference.

Note that the table of contents, and any separator pages or fly sheets, will not be included in the overall page limit.

Advice on the development of the application document may be obtained from staff of CITL.

Contact

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