

FACULTY OF ENGINEERING

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May 1, 2013

UNIVERSITY OF OTTAWA

FACULTY OF ENGINEERING THE JOHN V. MARSH AWARD FOR EXCELLENCE IN TEACHING

STATEMENT OF POLICY AND PROCEDURES

1. THE AWARD

- 1.1 The JOHN V. MARSH AWARD FOR EXCELLENCE IN TEACHING, hereinafter referred to as the award, is an award sponsored by the Faculty of Engineering (the Faculty).
- 1.2 **The award shall have two distinct categories: the Excellence in Teaching Award for Emerging Professors (presented on odd numbered years) and the Excellence in Teaching Award for Established Professors (presented on even numbered years).** 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 focus attention on teaching in the Faculty of Engineering by recognizing annually a member of its teaching staff for outstanding contributions to university teaching.

3. THE AWARD AND PUBLIC LECTURE

- 3.1 The recipient of the award (the Engineering Teacher of the Year) 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 fall of the year in which the award is made.
- 3.3 The award ceremony will normally be preceded by a public lecture (the John V. Marsh Engineering 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 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 It is intended that the award recognize outstanding contributions to teaching in engineering. This should not be narrowly defined and should not necessarily be limited to classroom teaching. Rather, contributions to all aspects of teaching should be considered. Those in the following list, which is not intended to be exhaustive, are considered typical.

Course design and curriculum development
Development of new pedagogy
Writing textbooks
Development of cooperative education programs
Development of continuing education programs
Development of interdisciplinary programs
Development of new techniques for students evaluation and testing
Laboratory design and supervision
Conduct of graduate seminars
Supervision and guidance of thesis students

- 5.2 Only members with tenure or on a “tenure-track” appointment, hereafter referred to as regular members, are eligible for the award.

- 5.3 **To be admissible to the Excellence in Teaching Award for Emerging Professors, the candidates, at the time of nomination, shall be at the rank of Assistant or Associate Professor and shall have completed at least two years, but no more than 10 years as a full-time University Professor with a**

minimum of two years at the University of Ottawa.

To be admissible to the Excellence in Teaching Award for Established Professors, the candidates, at the time of nomination, shall be at the rank of Full Professor or shall have completed more than 10 years as a full-time University Professor with a minimum of two years at the University of Ottawa.

- 5.4 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.

- 5.5 **Previous recipients of the Excellence in Teaching Award for Emerging Professors shall be eligible for the Excellence in Teaching Award for Established Professors provided that they meet the eligibility criteria of section 5.3. However, previous recipients of the award shall not be eligible for subsequent nomination within the same category.**

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 Teaching Personnel Committee of each department shall select all departmental nominations for the award. After selecting nominees and ascertaining their willingness to be candidates for the award, the Departmental Teaching Personnel Committee shall prepare a brief in support of each candidate. The Chairman 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 DTPC/STPC minutes
- (c) candidate's statement of teaching
- (d) candidate's CV
- (e) tabulated score from teaching evaluation "A" reports
- (f) testimonial letters from peers
- (g) testimonial letters from students or alumni

6.4 Each department is entitled to submit to the Committee one nomination and School up to two nominations.

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 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, in early January, send guidelines for nominations and request the cooperation of Departmental Teaching Personnel Committees in the selection of candidates and the preparation of supporting files.

9.2 Nominations are to be submitted to the Dean by March 1st and to the Faculty Teaching Awards Committee by March 15th. The Committee is to complete its deliberations and select a recipient by April 15th.