



Teaching Centre - Teaching Fellow Application Form

Application Procedures

*In acknowledgment of the fact that academic planning cycles vary among faculties, applications for Teaching Fellows may be made up to two years in advance of the proposed term of appointment. The call for applications, identifying Teaching Fellow expectations and available terms of appointment, will normally be made in November of each year. **Candidates must apply by the third Friday in January through their respective Faculties/Schools, which will develop and follow nomination and initial review procedures as appropriate.** Faculty members may apply for terms to commence on any of the following:*

- July 1st – June 30th (i.e., 6 months from application date)*
- January 1st – December 31 (i.e., 1 year from application date)*
- July 1st – June 30th of the (i.e., 18 months from application date)*
- January 1st – December 31st (i.e., 2 years from application date)*

Nominations from all Faculties/Schools must be forwarded to the Chair of the Teaching Centre Advisory Council no later than March 1; in the case of multiple candidates from a single faculty, the Faculty may rank the nominations and include any information related to timing of appointment that may be relevant. From this list of nominees, the Advisory Council will select up to four Teaching Fellows for each academic year. Final decisions will be communicated to the Deans and applicants no later than the end of March.

Candidates for a Teaching Fellowship must submit an application package including the following components:

- 1. A current curriculum vitae.*
- 2. A representative sample of other evidence for teaching excellence, including student evaluations from at most 5 courses*
- 3. A letter of support from the Dean of the Faculty; and*
- 4. A completed application form.*

Candidates whose applications are forwarded to Teaching Centre from their Faculty/School may also be asked to meet with the Teaching Centre Advisory Council for a brief presentation and discussion to further explore possibilities for the position.

Name:

Faculty:

Department:

Term and proposed appointment:

(e.g. July 1 -June 30; January 1 - December 31)

Curriculum Vitae

If you have a link to your current Curriculum Vitae, please include it in the space below

Check this box if you are attaching a Curriculum Vitae for review.

Include a representative sample of other evidence for teaching excellence, including student evaluations from, at most, 5 recent courses.

I have included evidence for teaching excellence with this application. I have listed these items below.

Include a letter of support from the Dean of the Faculty.

I have included a letter of support from my Dean with this application.

Date received at Deans office:

NOTE to Dean's office: Please make a **copy** for your records and then **FORWARD this application to the Teaching Centre Office as soon as possible**, to ensure the candidates' applications are received and considered.

Date received at the Teaching Centre:

Philosophy of Teaching

Explain how you think about teaching and how you approach teaching. Maximum 250 words

Self-assessment of candidate's work in the development of teaching practices and contributions to teaching development. (maximum 250 words)

Rationale for candidate's interest in serving as a Teaching Fellow:

Teaching Fellows can contribute in a number of ways. You can propose your own project or initiatives, or you can become part of the Teaching Centre initiatives listed below.

- workshop planning and implementation of Teaching Centre seminar series (e.g. Graduate TA workshops and Talking About Teaching events)
- individual consultation with faculty members
- mentorship of new professors (could include classroom observations)
- Instructional Skills Workshops (as a participant and/or a leader)
- website/newsletter resource development
- research into teaching and learning
- presentations at provincial, national and international teaching-related conferences
- planning and participation in the annual Teaching Day held on the first Friday in May
- other activities, as agreed upon negotiated with the Chair(s), Manager and/or Teaching Centre Advisory Council.

Please describe your anticipated contributions to the work of the Teaching Centre: (maximum 500 words)

NOTES:

Candidates whose applications are forwarded to Teaching Centre from their Faculty/School may also be asked to meet with the Teaching Centre Advisory Council for a brief presentation and discussion to further explore possibilities for the position.

Teaching Centre Advisory Council decision categories:

Upon final review of applications the review committee may recommend an applicant be:

- (1) Approved for the period requested
- (2) Approved with a recommendation for an alternative term
- (3) Asked to resubmit in a subsequent competition
- (4) Denied a teaching fellowship position

The Advisory Council may fill all teaching fellowship positions available within the two-year application period.

For Office Use Only:

Approved for the period requested:

Asked to resubmit in a subsequent competition:

Denied a teaching fellowship position: