



# Application Package: Tips for Success

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A successful nomination package should be cohesive and coherent, and should demonstrate commitment to teaching and learning over time. It should avoid repetition. Instead, all pieces in the package should complement each other to provide clear evidence of meeting the criteria. Remember, the adjudication committee is interdisciplinary so, in some instances, relevant discipline-specific norms may need to be explained.

These tips will share advice for building an effective nomination package.

## For Nominees

- **Teaching philosophy:** Your teaching philosophy sets the tone for your nomination package and introduces the adjudication committee to your views about teaching, learning and students. See ways to [strengthen your teaching philosophy here](#). You may also consider sharing your teaching philosophy with colleagues who know you well familiar with your teaching to gather feedback and opportunities for improvement.
- **Personal statement:** This is your opportunity to reflect and highlight specific examples that demonstrate how your practices align with each of the teaching pillars in [the award criteria](#). For example, your intentional commitment to inclusion, diversity, equity and anti-racism, your commitment to advancing the Truth and Reconciliation Commission's Calls to Action, or your disciplinary norms to highlight what is innovative in your discipline's classroom. Be sure to include clear connections and specific examples, and avoid repetition.
- **Letters of Support:** Letters of support should complement each other to help exemplify the different ways in which the criteria are met. Thus, when collecting letters of support, be strategic about what perspectives and voices would be best to highlight to avoid repetition, gather specific examples, and highlight impact. Letters that have been co-written among more than one person will be accepted, for example, a support letter from two students.

## For Nominators

- **Nomination letter:** Letters of support are an important part of the nomination package. When writing a nomination letter, it's vital to keep in mind the award criteria. Ensure that your letter of support demonstrates alignment between the teaching strengths of the nominees and the criteria as well as builds on examples noted throughout the nomination package to create a compelling and consistent narrative. Using similar language and structure to the criteria and rubric will help the adjudicators better understand



how the nominee meets the criteria. Letters that are not well organized or unclear may negatively impact the nominee's package.

### Guide to Writing a Strong and Organized Letter

I would like to formally nominate Dr. [Example] for the [Excellence and Innovation in Teaching Award/Killam Teaching Prize]. I have known Dr. [Example] since [date]. As a [colleague/supervisor/student/etc.], I have seen their commitment to teaching through [give examples]. More specifically, Dr. [Example] has demonstrated the teaching pillars listed in the award criteria in the following manners [**choose the criteria that apply**]:

1. **Educational Leadership:** Educational leadership involves *leading significant transformation* in teaching and learning at an institutional, disciplinary, community, and/or societal level. Educational leadership fosters and supports change, and leads to a more inclusive, equitable, and diverse post-secondary education landscape. Examples of relevant evidence in this category:
  - a. Conferences
  - b. Articles
  - c. Tri-Council funding
  - d. Panel discussions
  - e. Community events
  - f. Personal blogs or websites
  - g. Department or faculty-level committees or initiatives for sharing
  - h. Other informal ways to share with others
  - i. Participation or leadership roles in professional associations
  - j. Participation or leadership roles in community events or initiatives (on or off campus)
  - k. Service through committees, task forces, advisory councils, etc.
  - l. Partnerships and collaborative work with students, colleagues, institutions, etc.
  - m. Initiatives to advance the Truth and Reconciliation Commission's Calls to Action
  - n. Evidence of impact from mentoring learners, not necessarily through a formal supervisory role
  
2. **Teaching Excellence:** Teaching excellence refers to the *intentional actions* of an instructor to create an exceptional learning environment through engaging in pedagogical practices designed to maximize student learning. Excellent teachers engage in inclusive practices, scholarly teaching and ongoing reflection of their own teaching practice. Examples of relevant evidence in this category:
  - a. Courses and/or workshops improved or taught
  - b. Student experience of instruction data (TEQs/SEOTs/SEoIs)
  - c. Collaborative projects with colleagues, students, community, etc.
  - d. Supervision provided to undergraduate and graduate students
  - e. Other teaching awards or teaching recognition received
  - f. Students' stories and/or feedback



- g. Initiatives to support students learning and development at the department, faculty, or campus level
  - h. Professional development opportunities
  - i. Teaching/reflection practices
3. **Educational Innovation:** Educational innovation is the *novel execution of ideas* that contribute to more effective teaching and learning practices. The result of educational innovation impacts people in academia and beyond to reach mutual goals. Examples of relevant evidence in this category:
- a. Courses designed, created, or co-created (demonstrating new or improved activities)
  - b. Initiatives/interventions to support students learning and development at the department, faculty, or campus level, beyond own teaching context