

Dr. Gerry Kelly Innovative Learning & Teaching Award

Terms of Reference

These terms of reference represent a formal agreement between the donor (where applicable) and the Royal Roads University Foundation (RRUF) in support of Royal Roads University (RRU) initiatives.

Spirit and Purpose

The purpose of the Dr. Kelly Outstanding Teaching Awards are to promote the RRU learner centered university philosophy and to acknowledge outstanding teaching. An endowment fund for this award was created in recognition of Dr. Gerald O. Kelly; the first installed President of RRU. Dr. Kelly; a teacher by trade, emphasized building the university around the centrality of the learner and the importance of excellence in teaching.

The Kelly Outstanding Teaching Awards recognize Core Faculty or Associate Faculty members who are deemed to be representative outstanding teachers at RRU by learners and the committee. They must also be considered as one who makes a positive contribution to teaching excellence. The awards are open to all RRU faculty members who are actively engaged in teaching for-credit and Continuing Studies courses to University students at RRU.

Description of the awards

There are two categories of awards:

1. The Kelly Outstanding Teaching (Learner facilitator) Award

A cash award will be available to a Faculty(s) or Associate Faculty(s) who is deemed, primarily through student evaluations, to be representative of outstanding teachers at RRU. They must also be considered by the university to be making a positive contribution to the overall health and culture of the university. The Award is given as the Kelly Outstanding Teaching Award, New Teacher Award, Team Teaching Award and Outstanding Workshop Facilitation Award.

2. The Kelly Research on Teaching (Learning Facilitation) Award

This award will assist a Faculty or Associate Faculty member to write (do research) about an area of their experience related to RRU learning facilitation. The primary intent is to generate written material to be shared with fellow faculty. Secondly, the material will be subjected to peer review and published as a journal article.

This award is handled separately from the Kelly Outstanding Teaching Award, and is given out at the discretion of the VP Academic & Provost.

Award category 1 - eligibility criteria for The Kelly Outstanding Teaching Award

- All core and associate faculty members, including lab instructors, who are actively engaged in teaching for-credit to RRU learners, are eligible.
- Award recipients agree to share, through a variety of media, their approach to teaching and learning.

- a) **Kelly Outstanding Teaching Award**
 - Candidates must have taught 5 or more RRU courses.
 - Candidates must not have won the Gerry Kelly Outstanding Teaching Award previously.
- b) **New Teacher Award**
 - Candidates must have taught less than 5 RRU courses.
 - Candidates must not have won the New Teacher Award previously.
- c) **Team Teaching Award**
 - Candidates must have taught 3 or more RRU courses together as a team.
 - 50% of nominated team must not have won the Team Teaching Award previously.
- d) **Outstanding Workshop Facilitation Award**
 - Candidates must be an instructor within the RRU Continuing Studies Program.
 - Candidates must not have won the Continuing Studies Teaching Award before.

Additional eligibility for Kelly Outstanding Teaching Award, Outstanding Workshop Facilitation Award and Team Teaching Award

- Candidates have demonstrated a sustained record of teaching effectiveness.
- Candidates have demonstrated a commitment to continually improving their teaching and learning.
- Candidates identify what makes their course and approach to teaching unique.

Nomination Process

Call for nominations occur in the early months of each year, with completed nomination packages generally due in May. If the committee decides further materials are required, these will be due in early summer. Each nomination is reviewed by the Centre for Teaching and Educational Technologies to ensure it is complete and meets the criteria; it is then provided to the Awards Committee for adjudication.

Following the adjudication of the submissions, the Awards Committee forwards its award recommendation to the President, who is responsible for presenting the award on behalf of the RRU community. The recipients of The Kelly Outstanding Teaching Award may also be nominated for the prestigious 3M Teaching Fellowship.

The Awards Committee requires the following materials from nominees of all awards:

1. Completed nomination form submitted via online form from three nominators (from any of the following groups: students, alumni, faculty, staff and/or community member)
2. Complete nomination package must include (via online submissions):
 - Statement of teaching philosophy (Team Teaching Award nominees submit a joint statement)
 - Table of courses taught
 - Brief reflective practice statement (Team Teaching Award nominees submit individual statements). Upon selection of a short list of candidates, the Awards Committee may then require from short-listed candidates and/or their nominators, further evidence of their teaching career.

Allocation of Funds

Each award category is valued at \$1000.00, with the number of awards and value subject to change on the funds availability. An assessment of the fund's balance will occur each year, determining how many awards can be distributed. In the case of multiple recipients, the award value will be split accordingly.

Award category 2- eligibility criteria For The Kelly Research on Teaching (Learner Facilitation) Award

- All core and associate faculty members, including lab instructors, who are actively engaged in teaching for-credit to RRU students, are eligible.

Nomination Process

The Kelly Research on Teaching Award will be given out at the discretion of the VP Academic & Provost, as the interest on the endowment fund grows to make this possible. The award will assist the Faculty or Associate Faculty for research on an area of their expertise related to their teaching at RRU. The intent is to generate written material to be shared with fellow faculty. The material will be subjected to peer review and published as a journal article. The value of the award lies between \$5,000.00 and \$10,000.00, subject to funds availability and consultation with the foundation, donor and VP Academic.

Awards Committee

The committee is responsible for reviewing submissions and submitting its recommendation to the President. The Awards Committee will be composed of persons from the following areas:

- Three faculty members, at least one from each of the faculties
- One previous winner of the award
- One learner representative, preferably the learner representative to the Board of Governors or RRU Student Association President. In the event that neither is available, the Director, Student Services will be asked to advise on or appoint appropriate representation.
- Vice President or Associate Vice President, Dean, Director or Program Head
- Director, Centre for Teaching and Educational Technologies, or designate

Sub-committee composition for Outstanding Workshop Facilitation Award

A member of the RRU Continuing Studies department will be a member of the subcommittee responsible for selecting Outstanding Workshop Facilitation Award.

Nominees and nominators are not eligible to sit on the selection committee. As such, the selection committee will be chosen after the call for nominations has closed.

Available to external donations: No

University and Foundation Policy

Decisions on the allocation of the funds and decisions on the administration, financial and otherwise, of the Fund will be made in accordance with the policies of RRU as they may be amended from time to time.

Nominations and application deadline: May

Variation of Terms

The Foundation may vary these Terms of Reference with the approval of the VP of Communications & Advancement and the Director of Financial Services. For greater certainty, and without limiting the generality of the foregoing, such variation:


- a) May include a variation of the description, purpose or spirit of these Terms of Reference;
- b) Will be made in consultation with the donor where possible, and;
- c) Will be in keeping, as far as possible, with the spirit of the Fund and general intent of the donor.

TO EVIDENCE the terms of the Fund, RRU, RRUF and the donor have executed these terms of reference on the date(s) appearing below.

Signatures:



Nicola Oldfield, Director of Financial Services
Royal Roads University
2015 -03-13
Date



Roberta Mason, AVP Community Relations & Advancement (Acting)
Royal Roads University
2015 03 25
Date



Dr. Gerald O. Kelly
President Emeritus
2015/04/12
Date

Donor contact information and thank you cards should be sent to:

Dr. Gerald O. Kelly
816 Glassview Lane
Victoria BC, V9C 3N2
Phone: 250-391-9215