The Kathleen W Klawe Prize for Excellence in Teaching of Large Classes
Terms of Reference:

Dr Maria Klawe (BSc (Hons) 1973; PhD 1977) created this endowment in memory of her mother who passed away in 2003. Dr Klawe wishes the prize to be awarded to outstanding teachers of large classes in the Faculties of Arts and Science.

The intent of this award is to celebrate excellence in teaching a large class.

Eligibility:
Any instructor, or group of instructors, teaching a large class in the Faculty and listed as the course Instructor of Record, including full-time faculty, contract instructors, graduate students, post-docs, or professors emeriti is eligible for this award.

Nomination:
To be made by departments/programs (after due consultation among faculty and students), with no more than one nomination from each department/program. Departments must define what a large class means within their context and standard. Nominees must have 2 years teaching experience by the date of nomination, with at least 18 credits of coursework taught. Previous winners of this award are not eligible to be nominated a second time.

Criteria:
The adjudication criteria for the Kathleen W. Klawe Award WILL include the following. Nominations and documents should address these criteria as much as possible:
a. Exhibits a consistently superior command of the subject matter.
b. Demonstrates excellent planning and organization in course outlines and objectives, reading and laboratory assignments, handouts, projects, grading schemes, examinations and all other material associated with undergraduate courses.
c. Instills vital interest in and enthusiasm for the subject on the part of students.
d. Strongly encourages and fosters independent study.
e. Generates a desire for continued learning.
f. Strongly encourages students to be critical, to think independently and to solve problems.
g. Presents the subject matter at an appropriate level of rigor.
h. Demands that students have a comprehensive, coherent understanding of the subject matter.
i. Other criteria pertinent to specific teaching situations.

The adjudication criteria for the Kathleen W. Klawe Award MAY also include the following as appropriate:
j. Consistently demonstrates a concern for student progress and is available and approachable for out-of-classroom consultation.
k. Is a valuable resource for both students and colleagues.
l. Contribution to curriculum development for the program.
m. Promotes and contributes to excellence in teaching by collaborating with others within the University and/or with communities at large.
n. Ability to communicate in class and in the assessment of assigned work.
o. Versatility (small and large enrollment classes and lower and upper division levels).
p. Adherence to University procedures for responsible conduct of courses.

Documentation:
A nomination package would normally include the following:
1. Nomination letter addressed to the Dean, explaining why it is that the nominee/group is deserving of the award (up to 2 pages)
2. USRI scores in uniform format - click here for link (1 page)
3. Comments from current and past students (up to 4 pages)
4. CV of publications and relevant experience (up to 4 pages)

The nomination package may also include the following:
5. Nominee/Group’s reflections on teaching and/or teaching philosophy(ies)
6. Peer assessments

Limit: 15 pages (in a 12-point font). Please note that only the first 15 pages of any dossier will be considered. Appendices and supplementary material count in the 15-page limit.

Number of Awards: One award is available per year.
Nature of the Award:
A prize of $1,000 to the annual award winner from the endowment.

The endowment will be administered by the University of Alberta in accordance with the Universities Act, the Endowment Management Policy, the Statement of Operating Principles and Spending Policy and the Endowment Investment Policy.

The personal information requested for this nomination is collected under the authority of Section 32(c) of the Alberta Freedom of Information and Privacy Act for the purpose of award administration. Questions regarding the collection, use or disposal of this information should be addressed to the Office of the Dean, Faculty of Science, 6th Floor CCIS, University of Alberta, T6G 2E9, Telephone: (780) 492-4758.

Application Deadline:
The last Friday in February.

Nominations should be submitted to: All nominations should be submitted as a single PDF only. Hard copies will not be accepted.

Associate Dean, Learning and Innovation, Science
c/o Terri Constantinescu
CCIS 6-202B
tconstan@ualberta.ca

Important Information:
The Faculty Teaching Awards Committee will adjudicate the award. Once the Faculty has decided on the recipient, the Office of the Provost and Vice-President (Academic) will be notified in order to arrange for the transfer of funds and to ensure that the donor is aware of the status of the prize and its recipient each year.

Announcement:
March