**Distinguished Instructor Award**

The aim of the Distinguished Instructor Award is to recognize teachers who exhibit commitment to teaching, learners and learning through a variety of measures. This province-wide award attracts both recognition and a financial award of $1500 for the faculty member or team and $500 for the faculty member’s faculty association.

**Eligibility**

The award is open to all ACIFA members who instruct at least one course. The instructor may be someone who instructs learners in any learning platform. A learner is considered any individual who is enrolled in a credit or non-credit course at an ACIFA institution. The nomination may be for an individual or a group/team. Nominations for the award are made by colleagues with the consent of the nominee(s). Nominations must adhere to the *Format for Applications* below.

An instructor who wins the award is not eligible for the award for 5 years following the winning of the award. An instructor who has been nominated, but has not won the award, is immediately eligible for the award for the following year.

**The Nomination Process**

Upon determining that a faculty member is a qualified candidate for this award, a nominator or nominators will prepare a two to three page document expressing the nominee’s skills and qualities that make them a distinguished instructor. Each participating ACIFA member association will conduct a nomination and selection process at the local level, in accordance with the guidelines in this document, to select up to two nominees to be submitted to the ACIFA Awards Committee. The ACIFA Awards Committee, established by the Professional Affairs Committee of ACIFA, will select the winner of the award from nominees put forward by each of the participating local faculty associations.

**Selection Criteria**

An instructor may qualify for the Distinguished Instructor Award if they demonstrate commitment to learners and learning through a variety of measures:

* Responds to the individual needs of learners in and out of the classroom by respecting the diverse talents and ways of learning.
* Promotes a quality, respectful and positive learning environment by encouraging cooperation among students, and by giving prompt feedback.
* Demonstrates effective and inclusive instruction and learning strategies, including communicating high expectations and encouraging active learning.
* Demonstrates a thorough knowledge of subject matter and strives to keep current in their field of expertise.
* Explores professional development opportunities with interest and enthusiasm.
* Models professional attitudes and values.

Other Qualities. A nominee may possess other qualities that the judging panel may consider in determining the winner:

* Cooperative spirit ● Professional ● Reliable ● Open to new challenges

**Supporting Documentation**

Nominations may be supported with a collection of resources to showcase the skills and attributes of the nominee:

* Letter of support from colleague(s) (to a maximum of two)
* Name, position, and place of work of nominee
* A description of the nominee’s instructional qualities (as described in the selection criteria)
* A description of other qualities
* Student testimonial(s) (to a maximum of three) (Note that students need not be currently enrolled in the nominee’s course(s).)

**Format for Applications:**

Please provide information on the nomination form that includes:

1. Up to two supporting letters describing the nominee’s instructional qualities and other qualities (as described in the selection criteria). 2-3 page limit plus appendices
2. Up to three student testimonials supporting the nominee’s instructional qualities and other qualities (as described in the selection criteria). Up to 2 pages.

**The Selection Process**

Four members, selected on an annual basis from and by the Professional Affairs Committee of ACIFA, will select the final award winner from the nominees submitted by the local faculty associations. The local faculty association judging committees are to be selected and structured by the local faculty association as they deem appropriate for their association.

An effort will be made where possible to avoid assigning committee members to adjudicate applications from members from their own institution in the event of a perceived or real conflict of interest. To protect fairness and impartiality of the review process, committee members have a responsibility to recuse themselves from the process in the event of a perceived or real conflict of interest. In the event of a member recusing themselves, the remaining three (3) members will be permitted to make the final selection, with the input of the PAC Chair (if required).

**Mutual Obligations**

The ACIFA Awards Committee will undertake to award the winner of Distinguished Instructor Award with:

* an announcement in the ACIFA newsletter,
* $1500 for the winner and another $500 to the winner’s faculty association,
* a formal presentation at the ACIFA Annual Conference, and
* an announcement on the ACIFA website.

The Award winner will be expected to:

* Attend the ACIFA Annual Conference to accept the Award and present a conference session. ACIFA will cover the conference registration, accommodations, and travel expenses for the winner.
* Submit for publication in the ACIFA newsletter a description of the commitment they have made to learners and learning.

**Application Dates**

**November 30, 2019** - Applicants must be submitted electronically to ACIFA by midnight. Nominations will be forwarded to the nominees’ faculty associations the following day.

**December 7, 2019** - Faculty associations will notify the PAC Committee Chair of the selections. The Chair will forward these selections to the PAC Award Sub-Committees.

**January 3, 2020** - The ACIFA Awards Committee will notify the award winner.

*The award is sponsored and administered by:*

*The Alberta Colleges and Institutes Faculties Association*

*and Johnson Insurance*