**Scholarship of Teaching & Learning Award**

The Scholarship of Teaching and Learning (SoTL) refers to taking a systematic look at a teaching and learning practice and recording what was done, why it was done, collecting data, analyzing the data and reflecting on how the results might influence future teaching endeavors. If done carefully and thoughtfully, this type of research can improve an individual’s teaching and provide guidance for improvement for others.

Research has the potential to generate genuine and sustained improvements in our colleges and institutes. It gives educators new opportunities to reflect on and assess their teaching; to explore and test new ideas, methods, and materials; to assess how effective the new approaches were; to share feedback with colleagues; and to make decisions about which new approaches to include in their curriculum, instruction, and assessment plans.

The Edmonton Millwoods Lions Club will award one grant of $1,000.00 annually for research projects related to improving teaching and learning conducted by members of ACIFA. The award is tended to assist with materials and/or study costs associated with the research project.

**Eligibility**

This award is open to all members of the Alberta Colleges and Institutes Faculties Association (ACIFA). The research project may span part or all of the current academic year but must not exceed that time limit.

**Proposal for Research Guidelines**

The following information must be included as part of the proposal:

1. Name, address, phone number and e-mail address of researcher(s). If more than one researcher, please identify lead researcher.
2. Name of college or institute you are a member of.
3. Designated teaching assignment and employment category.
4. Title of research project.
5. A description of the plan to share the results with the educational community beyond the requirement of the award.
6. A copy of the research proposal, including the following components:

* Title of project
* Purpose
* Materials to be used in study
* Data collection plan
* Process used to analyze and evaluate data
* Implementation plans
* Project start and end date

1. Copy of approval from ethics board OR your institution

**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 award the winner of the ACIFA Scholarship of Teaching and Learning Award with

* The ACIFA Awards Committee will award the winner of the ACIFA Scholarship of Teaching and Learning Award with $1000.
* ACIFA will fund the winner’s conference registration, accommodations, and travel expenses for the year in which the research project presentation is given.
* An announcement regarding the award will be posted in the ACIFA newsletter and on the ACIFA website.

The Award Winner will be expected to

* Attend the ACIFA Annual Conference to accept the Award.
* Submit for publication in the ACIFA newsletter a description of the innovation and its successful implementation before the end of the year in which the Award was won.
* Present their winning submission in a session at the ACIFA Annual Conference the year following the research project’s completion.

**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*

*The Edmonton Millwoods Lions Club*

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