



West Coast Teaching Excellence Award

Updated: 2024-SEPT-05

Background

The West Coast Teaching Excellence Award (WCTEA) is a provincial/regional award from the British Columbia Teaching and Learning Council (BCTLC) that recognizes excellence in teaching in publicly-funded colleges, institutes, and universities of British Columbia and the Yukon. A maximum of five award recipients are recognized annually. Generally, no more than one recipient per institution has been recognized in a single competition cycle.

TRU is permitted to nominate a **maximum of two individuals or teams** for the West Coast Teaching Excellence Award. The award package requires a nomination letter from the President, Vice-President Academic or designate.

To ensure that only the maximum of two nomination packages are sent to the President's or Provost's offices for endorsement, CELT has established an internal review process and timeline.

TRU Internal Nomination Process

Internal (TRU) deadline for applications:

January 15 (annually)

At this stage, applications should include Sections 2-4 and Appendix 2. See "Nomination Guidelines" on the BCTLC website for details on content for each section (<https://bctlc.ca/west-coast-teaching-excellence-awards/>).

The Director of CELT will strike an award adjudication committee to review internal applications. Where feasible, membership of the committee will include:

- a representative from CELT (usually the Director), who will Chair the committee
- a Dean,
- a member of the Senate Teaching and Learning Committee, and
- a former winner of an internal TRU teaching award.

The committee will recommend up to two individuals to be nominated by TRU. Those individuals' packages will be forwarded to the Director, the applicant's Dean's Office, and the President's or Provost's Office, along with rationale for the university's nomination relative to the award criteria.



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While applications do not need to be in their final form for the internal deadline, they will be reviewed based on their substance at that time. They should be at a stage where the package is ready to be read by the President, Provost or designate to support preparation of the nomination letter.

Notification of Internal Decision:

The Chair of the adjudication committee will communicate decisions to internal applicants by the **first Monday of February**.

Package Preparation

Applicants may work on Section 6 and the remaining appendices of the award package while awaiting a response from the award adjudication committee.

Applicants are to wait until after having their nomination confirmed by TRU before beginning to work on Sections 1 and 5.

The Director of CELT will work with the relevant offices for the preparation of Section 1.

Section 5 and Appendix 1 focus on Student Ratings of Instruction. These will be prepared by the nominee with support from CELT and IPE.

It is the responsibility of the applicant to ensure that their final package addresses all required elements of the award, including strict adherence to the page limits. Packages that do not meet the nomination guidelines will not be submitted by TRU for consideration by BCTLC.

Package Submission:

Completed packages must be emailed as a single PDF file to the Director of CELT a minimum of three (3) working days before the deadline set by BCTLC. Usually this will be **February 25**.

According to BCTLC processes, the award package must be submitted by the Director of CELT.

Contact:

For advice on preparing an application, TRU faculty are invited to connect with CELT (celt@tru.ca).