

**THE UNIVERSITY OF PRINCE EDWARD ISLAND**  
**Senate Committee on the Enhancement of Teaching (SCENT)**

**THE JANET POTTIE MURRAY AWARD FOR EDUCATIONAL LEADERSHIP**

**APPLICATION DEADLINE:** June 7, 2010, at 4pm (to the Webster Centre)

**PURPOSE**

The purpose of the Janet Pottie Murray Award is to encourage excellence in teaching at the University of Prince Edward Island by acknowledging those individuals who exemplify such excellence and those who contribute more generally to the improvement of the quality of university teaching.

**THE AWARD**

**One award may be made annually.**

The award is named for Janet Pottie Murray and was created by her daughter, Dr. Shannon Murray. In her daughter's words this award is "*in recognition of her model of leadership in learning despite the fact that she has never taught; but leaders support, encourage and direct others, and that's what she has done. Those whom she has supported have been fortunate to be publicly recognized for their work; but the best leaders, and the best teachers, are not always those who are most visible.*"

An **individual** nominated for this award will have provided leadership among faculty colleagues in developing activities that help create an environment in which teaching excellence is fostered and appreciated. For example, he/she might: have participated in organizing the institution's ongoing efforts to improve the quality of the instruction it offers to its students; have been instrumental in the development of a program of teaching awards; have assisted colleagues either formally or informally in their efforts to improve their teaching; have provided guidance to new faculty members; have organized or participated actively in workshops, symposia, or conferences on university instruction; or, have been involved in collaborative efforts to develop innovative methods of teaching.

**ELIGIBILITY**

Anyone holding a teaching appointment at UPEI is eligible except for the Director and Assistant Director of the Faculty Development Office. Deans, Vice-Presidents, and Associate Deans are eligible, but they would have to show that their leadership in teaching extended beyond the normal duties associated with their position. The award could be split under certain circumstances – when, for example, the leadership is clearly collaborative – and past winners would be eligible again five years after the previous win.

**PROCEDURE**

Award winners will be determined by the procedure below.

**1. APPLICATION DEADLINE**

The Senate Committee on the Enhancement of Teaching (SCENT) will set the annual deadline, issue a call for nominations, and accept applications until that date.

**2. SUPPORTING MATERIALS**

Each nomination shall be accompanied by material supporting the application. Guidelines outlining suggestions about the types of information which might be submitted are provided below.

### 3. SELECTION COMMITTEE

The selection of the recipient of the award will be made by the Senate Committee on the Enhancement of Teaching (SCENT). All nominations will be considered. The choice of the winning nominee will be made by those members of the Committee who are present at the selection meeting on the basis of the information submitted.

#### CRITERIA

This award is to recognize outstanding leaders in education on campus: not leaders in research or in university administration, but those who demonstrate a consistent commitment to the improvement of university teaching with particular emphasis on contributions beyond the nominee's discipline or profession.

#### RECOGNITION OF AWARD WINNERS

The recipient of the **JANET POTTIE MURRAY AWARD FOR EDUCATIONAL LEADERSHIP** and his/her guest will normally be honoured at Let's Talk Teaching Day, which is held each year in the Fall.

#### GUIDELINES FOR APPLICATION

##### **FORMAT**

The nomination should include a cover letter giving the name and department of the nominee and the nominating person. The complete application should be **no more than 10 pages in length** (5 pages double sided). **Anything beyond 10 pages will not be considered. Documentation should include separation pages, (which will not be counted). For Parts 2, 3 and 4, the Committee will normally accept materials up to 18 months old.**

**PART 1** - A letter of nomination from person making the nomination (not the nominee) that summarizes the major strengths of the candidate.

**PART 2** - A one- to two-page statement from the nominee, dated and signed, about his/her philosophy of teaching and/or instructional development and how this has worked in the classroom.

**PART 3** - One current letter of support from a colleague/peer detailing the candidate's active involvement in attempts to enhance the quality of instruction offered to the university's students.

**PART 4** - Maximum four-page curriculum vitae. Ideally, the C.V. should include information about the candidate's involvement in attempts to enhance the quality of instruction at his or her institution. If such information is not included in the C.V., an addendum with this information should be included. Ideally, the C.V. should be directed towards the candidate's teaching, and towards leadership and scholarly activities related to teaching.

**PART 5** - If available, a copy of a citation for any other relevant award which the candidate may have received.

**PART 6** - Any additional information which the nominator considers might be helpful to the selection committee in reaching its decision.