



Excellence Award for Teaching Assistants

Administered by the Teaching and Learning
Support Service (TLSS)

Nomination deadline

March 15, 2025

TLSS

Teaching and Learning Support Service

saea-tlss.uOttawa.ca



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Excellence Award for TAs

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The Teaching and Learning Support Service (TLSS) is pleased to announce the 2025 Excellence Awards for Teaching Assistants. These awards recognize the important role that teaching assistants play in student learning at the University of Ottawa.

Eligibility

Teaching assistants (TAs) eligible for the excellence award must have accumulated at least 250 hours of teaching assistantships before the nomination deadline, still be enrolled at the University of Ottawa at the time of the award presentation and submit, in a timely fashion, the documents associated with the nomination process. Eligible TAs may originate from any discipline or level of study (undergraduate or graduate). Please note that TAs can be nominated more than once throughout the years.

Nomination Process

A nomination form must be completed by a University of Ottawa professor (Full or Part-time) or a Dean and be accompanied by two additional comments of students who can attest to the TA's work. The TA, for which a nomination form will have been completed by a professor, must also complete a form describing their experiences as a Teaching Assistant and any TA related training they may have participated in. Completed nominations, including the nomination form and the descriptive form, must be submitted no later than **March 15, 2025**.

Number of awards

The TLSS wishes to acknowledge three outstanding teaching assistants who will be awarded a \$500 scholarship.

Selection Procedure

A selection committee composed of TLSS representatives will review the applications based on the following criteria:

- Having completed the requested number of hours as a TA (minimum of 250 hours before the nomination deadline);
- Having demonstrated a strong interest in professional development in the area of teaching and learning;
- Having had an impact on the student experience in the context of their role as a teaching assistant; and
- Possessing communication skills needed to represent, within the University community, the important role played by teaching assistants.

Once the nominations have been reviewed, the committee may conduct short interviews with the finalists to confirm their selection. Interviews will assess, in particular, the criterion related to communication skills.

A ceremony will be held at the end of April 2025 (date to be confirmed) to present the awards to each recipient.

Important

Completed nominations must be submitted via online forms no later than **March 15, 2025 at 4 p.m.**

If you have any questions, please contact the TLSS.

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Nomination Form (to be completed by a faculty member)

Link to the form: <https://www.surveymonkey.ca/r/TA2025N>

We recommend that you prepare your texts before accessing the web form (via Survey Monkey).

The elements of the nomination form are as follows:

1. Name of the professor supporting the nomination
2. Department/School/Faculty
3. Email
4. Name of the nominated TA
5. Email address of the nominated TA
6. Explain how **the TA's work is exemplary** and why they deserve to be recognized with this award. **Give specific examples.** (*maximum 1000 words*)
7. **Student 1** (supporting the nomination)
 - Name and email address of the student supporting the nomination.
 - Comment to support the TA nomination (*maximum 200 words*)
8. **Student 2** (supporting the nomination)
 - Name and email address of the student supporting the nomination.
 - Comment to support the TA nomination (*maximum 200 words*)

Descriptive Form (to be completed by the nominated teaching assistant)

Link to the form: <https://www.surveymonkey.ca/r/TA2025D>

We recommend that you prepare your texts before accessing the web form (via Survey Monkey).

The elements of the descriptive form are as follows:

1. Your full name
2. Department/School/Faculty
3. Email
4. Student number
5. Name and email address of the faculty member who submitted your nomination form
6. Describe your experiences as a TA **during the past three years**. Clearly indicate the tasks performed and the number of hours related to each specific experience. (*maximum 1000 words*)

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7. List the **educational training activities** associated with your role as a TA (workshops, conferences, consultations, formative assessments, readings, etc.) that you have attended/undertaken **in the past three years**. (*maximum 500 words*)
8. Explain how your work has **contributed positively to the learning experience** of the students with whom you worked. (*maximum 500 mots*)

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