Submission Package Guidelines

Submission deadline: May 15, 2024
à bkaramif@uottawa.ca
Teaching and Learning Support Service
136, Jean Jacques Lussier
Vanier Hall, room 1001
All documents must be single-sided and single spaced using 12 point Times New Roman font.
Please submit one unbound copy of your submission package in a sealed envelope.

The submission package must contain the following eight items and not exceed a total of 25 pages (anything over this limit will not be read by the committee):

1- **Cover Page**

Please include a cover page as part of your submission package as outlined in the template at the end of this document.

2- **Curriculum Vitæ**

A recent curriculum vitæ focusing on the last five years (maximum of 4 pages).

3- **Teaching Dossier**

A teaching dossier that outlines your perspectives on both teaching and learning, your teaching approach and goals, evidence of reflective practice and its impact on your teaching, your teaching related accomplishments and contributions to teaching and learning in your department, institution and/or discipline (maximum of 5 pages).

The following must be included:

- Approach to teaching
  - Teaching philosophy
  - Description of teaching strategies
- Teaching responsibilities
  - Courses taught over the last five years
  - Advisory responsibilities (number of students supervised over the last 5 years, nature of mentorship/supervision)
- Evidence of teaching effectiveness
- Teaching contributions
  - Innovations in the field
  - Educational leadership in the university community
  - List of teaching related awards/honours
  - Publications related to teaching and learning in higher education
4- Project Description

The project description (maximum of 6 pages + 1 reference page) is a detailed action plan that must include the following:

- Project objectives, research questions, and rationale;
- Recognition of pertinent previous work and how the proposed project relates to and builds on it (literature review);
- Grounding in a theoretical framework;
- Method and procedures, with justification;
- Description of project partners/collaborators as well as their role;
- Intended project outcomes and demonstration of their impact on the broader university teaching and learning community;
- Proposed timeline over three years; and
- Proposed budget (see model below) with justification for each expenditure.

Be sure to describe your project in terms that academics from different disciplines can readily understand.

**Budget Summary**

<table>
<thead>
<tr>
<th>START DATE:</th>
<th>END DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
<td></td>
</tr>
<tr>
<td>uOttawa contribution (via the TLSS/CUT)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Faculty contribution</td>
<td></td>
</tr>
<tr>
<td>Other sources (optional)</td>
<td></td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
</tr>
<tr>
<td>(Add expense lines as needed)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Specify other sources of support:
The $20,000 annual discretionary fund is to be spent in support of each Chairholder’s project. Common expenditures may include:

- Production of materials;
- Development of online resources;
- Additional assistantships;
- Hosting of project related events; and/or
- Conference/travel related fees (maximum of $4000 for the duration of the appointment).

Barring exceptional circumstances, discretionary funds are not to be used for the acquisition of equipment or software. Funds are also not to be used for course release (a funded reduction in teaching workload).

5- **Letter of Support from the Dean**

The letter of support from the Dean of the candidate’s Faculty must speak to the importance of the proposed project and include a commitment to the assignment of one 130 hour assistantship per year.

6- **Letters of Support from Colleagues and Students**

The submission package may include a maximum of two letters. Letters should address the significance of the candidate’s teaching and learning practices and the importance of the proposed project.

7- **Description of Proposed Contributions to the Faculty and Greater University Community**

Description of how the candidate seeks to support the work of the TLSS and the research unit on the Advancement of the Scholarship of Teaching and Learning (ASoTL) and promote excellence in university teaching within their Faculty and across the University community (max of 1 page).

8- **Submission Package Checklist**

Please complete and include the checklist, found at the end of this document, as part of your submission package.

Note: Decisions made by the selection committee are final. The committee’s deliberations are confidential; any questions about the selection committee’s decisions must be directed to the chair (Vice-Provost, Academic Affairs).
Template – Cover Page

University of Ottawa Chairs in University Teaching

Name

Faculty

Project Title
University of Ottawa Chairs in University Teaching

Submission Package Checklist

☐ Cover page
☐ Curriculum vitae
☐ Teaching dossier
☐ Project description
☐ Letter of support from the Dean
☐ Letters of support from colleagues and students
☐ Description of proposed contributions to the Faculty and greater University community
☐ Submission package checklist

Name: ____________________________________________

Signature: _________________________________________

Date: _____________________________________________