

3M NATIONAL TEACHING FELLOWSHIPS CALL FOR NOMINATIONS



IN THIS DOCUMENT YOU WILL FIND THE FOLLOWING:

- A brief description of the award;
- FAQ;
- Links to relevant documents and instructions;
- Nomination criteria;
- A timeline “map” of the nomination process
- Contact information.

The 3M National Teaching Fellowship is Canada’s most prestigious award recognizing excellence in educational leadership, teaching and commitment to the support and improvement of teaching and learning in higher education. The UNBC Centre for Teaching, Learning and Technology will be coordinating the internal process for 3M nominations on behalf of the Office of the Provost.

For information about the 3M National Teaching Fellowship:

<http://www.stlhc.ca/awards/3m-national-teaching-fellowships/>

DEADLINE FOR **INITIAL** NOMINATIONS: **MAY 15, 2019**

Who can be nominated? Any UNBC faculty member, librarian or SLI who has undergraduate teaching as a regular part of their workload.

Who can nominate someone? Any faculty member, Chair, Dean, senior Administrator, community member, or **former** student.

What should the initial nomination include? The initial nomination should be submitted by the **nominator** in **electronic form** and should include the following:

1. a brief 2- to 3-page statement written by the nominator that outlines why the individual should be nominated;
2. a statement from the nominee agreeing to be nominated;
3. the nominee's teaching cv;
4. the nominee's teaching evaluations for the last 5 years (scans are acceptable).

The nominee may supply any relevant information to the nominator during this preliminary stage, but the nominator is responsible for the submission of the initial nomination to the committee.

Please direct inquiries and nominations in **electronic form** to
Dr. Lisa Dickson, Chair of the Internal Review Committee
EMAIL: Lisa.Dickson@unbc.ca ; PHONE: 250-960-5364

What additional supports are available for nominees? One-to-one mentoring is available at UNBC (contact Lisa Dickson at the address above). Nominees may also contact the **3M NTF National Mentoring Network** to find a mentor. Email 3MNTFMentoring@stlhe.ca.

DEADLINES AND INTERNAL SELECTION AND PREPARATION PROCESS		
Dates	Stage of Process	Additional Information and Description of Process
MAY 15	INITIAL NOMINATION PACKAGE submitted to Lisa Dickson, Committee Chair, (Lisa.Dickson@unbc.ca)	The nominator is encouraged ask the nominee if they are willing to let their name stand. Before accepting the nomination, nominees must examine the requirements for the 3M application. http://www.stlhe.ca/awards/3m-national-teaching-fellowships/preparing-a-nomination/
MID JUNE	REVIEW COMMITTEE RECOMMENDATION to the Provost	A Review Committee appointed by the Provost and chaired by Lisa Dickson will meet to review the applications and identify those nominees who will be encouraged to submit full nomination packages. If the UNBC committee recommends that a nominee's name go forward, the nominator will be asked to supply a comprehensive letter outlining the nominee's special qualifications for the Fellowship and the nominee will be asked to submit a full nomination package. The committee will be relying on the 3M criteria in reviewing the nominations. http://www.stlhe.ca/awards/3m-national-teaching-fellowships/preparing-a-nomination/
JULY 15	DRAFT NOMINATION PACKAGE submitted to Lisa Dickson, Committee Chair, (Lisa.Dickson@unbc.ca)	The nominators and nominees are asked to prepare complete electronic applications according to the 3M guidelines. Feedback for the nominees and nominators will be provided. http://www.stlhe.ca/awards/3m-national-teaching-fellowships/preparing-a-nomination/

		<p>See the list of factors considered by the 3M Fellowship Adjudication Committee to help to shape the tone your nomination package: http://www.stlhc.ca/awards/3m-national-teaching-fellowships/beyond-criteria-messages-and-harmony/</p> <p>See “Deadlines, Submission Requirements and Timelines”: http://www.stlhc.ca/awards/3m-national-teaching-fellowships/deadlines-submission-requirements-and-timelines/</p> <p>See the “Submission Requirements” to ensure that all mandatory elements are included and in the proper format and order: http://www.stlhc.ca/awards/3m-national-teaching-fellowships/nominate/ and http://www.stlhc.ca/awards/3m-national-teaching-fellowships/the-dossier-cont/</p> <p>Nominees should keep their nominators informed of the progress of their nomination so that the nominators can begin drafting their official nomination letters. Nominees are encouraged to share drafts of their package material with nominators for this purpose.</p>
AUG 15	2 nd DRAFT NOMINATION	At this stage, a nominee may request that their dossier be sent to a second 3M Fellow mentor for additional feedback if there is one available.
AUG 30	NOMINATOR'S LETTER submitted to Lisa Dickson, Committee Chair, (Lisa.Dickson@unbc.ca)	See section 3.0 “Nomination Letter and Letter of Endorsement” for guidance: http://www.stlhc.ca/awards/3m-national-teaching-fellowships/preparing-a-nomination/
SEPT 6	FINAL DRAFT OF NOMINATION PACKAGE submitted to the Committee Chair, (Lisa.Dickson@unbc.ca)	See the “Submission Requirements” to ensure that all mandatory elements are included and in the proper format and order: http://www.stlhc.ca/awards/3m-national-teaching-fellowships/nominate/
SEPT 12	SUBMISSION OF NOMINATION PACKAGE	The CTLT will prepare the final PDF version of the package to be submitted to 3M. The nomination package will be submitted to the Provost for his letter of support.

	to Provost for supporting letter and to the CTLT for compilation.	See section 3.0 “Nomination Letter and Letter of Endorsement” for guidance: http://www.stlhe.ca/awards/3m-national-teaching-fellowships/the-dossier-cont/
SEPT 30	SUBMISSION OF NOMINATION PACKAGE to The 3M National Teaching Fellowship Adjudication Committee	The CTLT on behalf of the Office of the Provost will submit the completed nomination package to the 3M National Teaching Fellowship Adjudication Committee via their website.
MID FEB	New Fellows are contacted by the Chair of the Adjudication Committee	This notification is for information only and the names of the winning nominees will not be released officially until March, in a special issue of <i>Macleans</i> magazine.
MID MARCH	New Fellows are announced in <i>Macleans</i> magazine.	Home institutions are encouraged to publicize the event widely. The 3M Fellowship Council Executive will supply a press package and welcome materials to the new Fellows and their Institutions at this time.
JUNE	Society for Teaching and Learning in Higher Education (STLHE) conference	Fellows are invited to the STLHE conference to meet the rest of the Fellowship and to be celebrated at the annual reunion dinner.
NOV	Cohort Retreat	The new Fellows meet at the Montebello Resort in Quebec for a retreat and celebration.