Cheryl Regehr Early Career Teaching Award (ECTA): Coversheet and Checklist

This coversheet and checklist are designed to ensure completeness of the file and only used for administrative purposes.

Name of nominee:	
Nominee's academic unit(s):	
Nominee's academic title(s):	
Nominee's email address:	
Nominee's pronouns. This information is collected for letter writing purposes. Please note you can respond "prefer not to answer":	
Expected date for the nominee to apply for tenure (e.g., 2025):	
I acknowledge and give permission to share this nomination package with the nominee's respective Dean's Office(s).	*(Please initial here).*
Include a draft citation that highlights the nominee's most significant contributions, accomplishments, and impact as they relate to the award criteria (**250** words maximum). This citation will be used in communications if the nomination is successful. Please note: the text you submit will be reviewed and revised by an editor and will be shared with the award recipient for final approval prior to being shared publicly.	

Name of nominator:	
Nominator's academic unit(s):	
Nominator's academic title(s):	
Nominator's email address:	

Is this nomination a resubmission?	
Did you consult with any office(s) in preparation for this nomination? (Y/N)	
If yes, what office(s) did you consult with:	

Only the documents listed below should be submitted as part of your ECTA nomination file. Please compile all of the documents in a single PDF file in the order indicated in the checklist. All submitted documents should use a standard 12-point font with one-inch margins.

The nomination file must not exceed 45 pages; this page count does not include the ECTA coversheet, checklist or the table of contents. Included below are suggested page counts for each component of the nomination file; however, these are suggestions and please do compile the nomination file in accordance with the nominee's strengths and experiences.

If this nomination is successful, the nomination file may be shared with relevant communications teams to support the writing of a story on the nominee and their contributions.

Section Number	Section Name	Suggested Length	Included in File Page Count?	Submitted
1	**ECTA Coversheet and Checklist**	2-3 pages	No	□
2	**Table of Contents**	1 page	No	□
3	**Letter of nomination** written by a member of the University community, detailing the specific contributions of the candidate which address the selection criteria as it relates to the nominee.	Suggested 5 page maximum	Yes	□
4	**Letters of Support**			
	2 to 3 **letters of support** from colleagues (one of which should be from a Principal,	Suggested 1 to 3	Yes	□

	Dean, Vice-Dean, Associate Dean, Chair, or Academic Director) that speak directly to the impact that the nominee's contributions have had to teaching and student learning	pages per letter		
	2 to 3 **letters of support** from current or former students that speak directly to the impact the nominee has had on student learning and development	Suggested 1 to 3 pages per letter	Yes	☐
5	**Teaching Philosophy** written by the nominee	Suggested 2 to 3 pages	Yes	☐
6	Abridged current **curriculum vitae**	Suggested maximum 10 pages	Yes	☐
7	**Summary of the nominee's teaching-related achievements** at the undergraduate and/or graduate level that address the selection criteria. The summary brief could include the following information: • Course and curriculum development; • Summary of quantitative and qualitative feedback from students; • Teaching and learning initiatives that the nominee has engaged in (e.g., development of an initiative for first year students, mentoring initiative for graduate students, outreach to high school students, integration/adoption of a new teaching approach, informal/formal research on learning, presentations on teaching, etc.); • A summary of how equity, diversity and inclusion inform nominee's teaching practices; • Recognition of teaching contributions by students and/or colleagues; and/or • Teaching development activities.	Suggested maximum 12 to 14 pages	Yes	☐