



## PRESIDENTIAL INSTRUCTIONAL EXCELLENCE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

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| <b>Category:</b>        | C. HUMAN RESOURCES                                  |
| <b>Parent Policy:</b>   | C24   |
| <b>Approval Date:</b>   | December 2, 2022                                    |
| <b>Effective Date:</b>  | December 2, 2022                                    |
| <b>Procedure Owner:</b> | VP Academic in consultation with the Chief of Staff |

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| <b>Overview:</b>            | The Presidential Instructional Excellence award recognizes a faculty member who has exhibited consistent excellence in teaching and has had a significant impact on the personal and academic growth of students.  |
| <b>Procedures:</b>          | <ol style="list-style-type: none"> <li>1. Nominations must be submitted to the Executive Assistant Vice President Academic for the current school year with a deadline of January 31st .</li> <li>2. Nominations will be accepted from three members of the college community – one administrator, one faculty member and one student collaboratively.</li> <li>3. Nominations shall be in writing and include the completed nomination form along with supporting documentation speaking directly to all areas of recognition as outlined in Appendix I and II.</li> <li>4. The selection committee will review all nominations. Decisions of the selection committee shall be final and not subject to appeal.</li> <li>5. The President will notify the successful candidate of the committee’s selection.</li> <li>6. The award shall be presented each year at the Convocation ceremonies. The successful candidate shall receive at the time of recognition; the Presidential Instructional Excellence Award medallion and a Certificate of Excellence. The member can update his/her business card with this designation and email signature if desired.</li> </ol> |
| <b>Definitions:</b>         |  |
| <b>Related Information:</b> | Appendix I Nomination Criteria<br>Appendix II Instructional Excellence Nomination Form (below)   |
| <b>Review Period:</b>       | 3 years  |
| <b>Revision History:</b>    | October 2014 - new<br>January 2020 - revised<br>December 2022 - revised  |

**PRESIDENTIAL INSTRUCTIONAL EXCELLENCE  
APPENDIX I**

|                         |   |
|-------------------------|---|
| <b>Category:</b>        | C. Human Resources                                  |
| <b>Parent Policy:</b>   | C24 Presidential Instructional Excellence           |
| <b>Approval Date:</b>   |   |
| <b>Effective Date:</b>  |   |
| <b>Procedure Owner:</b> | VP Academic in consultation with the Chief of Staff |

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| <b>Overview:</b>   | Appendix I: Presidential Instructional Excellence Nomination Criteria  |
| <b>Procedures:</b> | <p>When nominating a candidate for this award, the candidate must have displayed excellence in the following areas:</p> <p><b>Commitment</b><br/>The candidate has shown a consistent commitment to student success and to developing methodologies, materials and processes which have contributed to student success.</p> <p><b>Leadership in Teaching</b><br/>The candidate has provided a leadership role model for teaching colleagues and students.</p> <p><b>Impact</b><br/>The candidate’s work has had a recognized and substantial impact on students (ex: employment success rate), colleagues (through professional development and example) and the institution (reputation in the subject area).</p> <p><b>Sustainability</b><br/>The candidate’s commitment and contributions have been broadly evident over their career to date. This may be evident in their contributions to Olds College directly or more broadly to the industry and community. Their contributions suggest evidence of positive impact in both present and future years.</p> <p><b>Adaptability</b><br/>One of the candidate’s strengths is the ability to adapt teaching styles, methodologies or materials to fit student needs and available resources.</p> |



**PRESIDENTIAL INSTRUCTIONAL EXCELLENCE  
APPENDIX II**

|                         |   |
|-------------------------|---|
| <b>Category:</b>        | C. Human Resources                                  |
| <b>Parent Policy:</b>   | C24 Presidential Instructional Excellence           |
| <b>Approval Date:</b>   |   |
| <b>Effective Date:</b>  |   |
| <b>Procedure Owner:</b> | VP Academic in consultation with the Chief of Staff |

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|--------------------|---|
| <b>Overview:</b>   | Appendix II: Presidential Instructional Excellence Nomination Form  |
| <b>Procedures:</b> | <p>The nominee must demonstrate that they provided excellence in instruction along with high quality performance in the following categories:<br/><i>(The onus is on the individuals submitting the nomination to provide evidence / documentation of excellence in each category)</i></p> <p><b>NOMINEE:</b><br/> <b>DIVISION:</b><br/> <b>EXECUTIVE SUMMARY:</b><br/>         The summary should introduce the candidate and provide a condensed overview of the key elements of the nomination in no more than 750 characters</p> <p><b>COMMITMENT:</b></p> <p><b>LEADERSHIP IN TEACHING:</b></p> <p><b>IMPACT:</b></p> <p><b>SUSTAINABILITY:</b></p> <p><b>ADAPTABILITY:</b></p> <p><b>SUBMITTED BY:</b></p> <p>_____</p> <p>Olds College Administrative Representative</p> <p>_____</p> <p>Olds College Faculty Representative</p> <p>_____</p> <p>Olds College Student Representative</p> |