

**484th REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE
on the APC meeting held on December 14th, 2017**

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL - none

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS

Teaching and Learning Services

Revised Guidelines for the Principal's Prize for Excellence in Teaching – *appendix A*

At a meeting on December 14th, 2017, APC reviewed and approved the revisions to the Guidelines for the Principal's Prize for Excellence in Teaching presented by Teaching and Learning Services. For clarification purposes, TLS revised the eligibility criteria and the wording in point 7.0 *Evidence of Teaching Excellence*. Changes were also made to the submission requirements, which now include an intact set of comments from students in one course for one term instead of a sample, as it has been the case since 2015.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed revisions to the Guidelines for the Principal's Prize for Excellence in Teaching.

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES - none

(D) CHANGES IN DEGREE DESIGNATION – none

(E) INTER-UNIVERSITY PARTNERSHIPS – none

(F) OTHER – none

II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – none

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – none

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS - none

(C) OTHER - none

IV. FOR THE

1. Programs

- a) APC Approvals (new options/concentrations and major revisions to existing programs)
 - i. New Programs - *none*
 - ii. Major Revisions of Existing Programs - *none*

- b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals
(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)
 - i. Moderate and Minor Program Revisions
Approved by SCTP on November 9th, 2017 and reported to APC on December 14th, 2017

- d) Course Retirements
- e) *Reported as having been approved by SCTP on November 9th, 2017: 14*
 - Faculty of Arts: 12
 - Faculty of Engineering: 1
 - Faculty of Science: 1

3. Other

Faculty of Arts

Closure of the McGill Summer Institute for the Study of Montreal and Quebec

At a meeting on December 14th, 2017, APC reviewed and approved a motion to close the McGill Summer Institute for the Study of Montreal and Quebec as of summer 2018, brought forward by the Faculty of Arts. Created in 2007, the McGill Summer Institute for the Study of Montreal and Quebec is an intensive multidisciplinary 6-credit course in French, available to McGill and non-McGill students interested in improving their linguistic skills and acquiring a basic knowledge of the Quebec political, cultural and social history. Initially funded by the Provost and subsequently by the Faculty of Arts, the Institute has not been able to generate enough revenue from non-McGill students to be self-finance

Principal's Prize for Excellence in Teaching Guidelines

The Principal's Prize for Excellence in Teaching recognizes excellence and commitment to teaching and the importance of these qualities in the academic experience of students at McGill. One award is granted annually at Fall Convocation in each of the following categories:

- x the four categories of ranked academic staff: Faculty Lecturer, Assistant Professor, Associate Professor and Full Professor in any Faculty¹ at McGill. Ranked tenure track (or tenured) staff and ranked Contract Academic Staff are eligible.
- x a Course Lecturer in any Faculty at McGill.

To highlight the importance McGill places on individuals' commitment to the link between teaching and research (in the academic and clinical settings), the award will recognize great teachers who also enhance their students' understanding of research. While desirable, this is not imperative for Faculty Lecturers, Contract Academic Staff or Course Lecturers. Each award brings with it a \$5,000 monetary award.

Eligibility

- x Ranked academic staff: Candidates from any Faculty or School must be ranked academic staff (Faculty Lecturer, Associate Professor, Assistant Professor, Full Professor) who carry a full-time teaching load as defined by their Faculty. Candidates must have taught in the academic year for which the award is given.
- x Course Lecturers: Candidates from any Faculty or School must have been teaching at McGill for a minimum of three years and a total of 12 credits. Candidates must have taught in the academic year for which the award is given.

Nomination Procedure

Teaching Faculties are asked to submit their nominations by the first week of June. Faculties should submit only one nomination per category. While candidates are eligible at all levels, previous recipients may not be nominated again in the same category in which they were previously awarded the Prize. Faculties may choose not to submit nominations in every category.

Submission requirements

Dossiers are expected to be a concise compilation of selected information, and must not exceed 25 pages exclusive of the nomination form, table of contents, student course evaluation comments, curriculum vitae, and page dividers (if used). Asevidence for a great nominee will quickly push past the 25-page limit, dossiers should not include coursesyllabi or course materials. Dossiers in excess of the page limit will be returned to the Faculty for revision and resubmission.

¹ The term Faculty is used to represent all teaching faculties including the School of Continuing Studies

Using the following numbering

The statements should also include a description of how the nominee's thinking about teaching and learning has changed over time, and.
