



CALL FOR NOMINATIONS

Jordan L. Burke Memorial Award in Forestry (Best Graduate TA Award)

Killam Graduate Teaching Assistant Awards 2023-24

*NOTE: The Jordan L. Burke Memorial Award in Forestry competition runs parallel to the Killam Graduate Teaching Assistant (GTA) Award consolidating the nomination, review, and adjudication process. As a result, **only one TA nomination submission is required to be considered for both competitions**. The top ranked candidate will be considered the first-place winner of the Jordan Burke Award*, and will be forwarded as our nominee to the Office of the Provost for the Killam GTA Award.*

**Only Forestry students are eligible for the Jordan Burke Award. Please see eligibility section below for more details.*

Nomination Deadline

Consolidated Deadline - Friday March 1, 2024 (11:59 PM).

Faculty of Forestry - Killam Graduate TAs nominations, whether through Individual nomination or Head's/Director's office nomination, must apply through the Qualtrics link below by **March 1**. Successful Faculty of Forestry nominee will be forwarded to the Office of the Provost (for Killam Best TA Award) by March 22, 2024.

Award Background

The Jordan L. Burke Memorial Award is made available through an endowment established by friends, family and colleagues in memory of Jordan L. Burke (1982-2019) for graduate students in the Faculty of Forestry who have demonstrated a passion for teaching in their roles as Teaching Assistants.

Jordan (B.Sc., M.Sc., Ph.D. 2016) was a postdoctoral research and teaching fellow with the Forest Insect Disturbance Ecology Laboratory in the Faculty of Forestry. His research focused on the range expansion of the mountain pine beetle in British Columbia and Alberta. Jordan served as a TA and instructor to many undergraduate students in the Faculty of Forestry. This award was established in recognition of Jordan's legacy as an enthusiastic and encouraging instructor.

Award Background

The Killam Graduate Teaching Assistant Award recognizes the valuable role that teaching assistants play in our undergraduate and graduate programs. These awards seek to recognize teaching excellence within our institution and to underscore the importance and value that UBC (and UBC Forestry) places on teaching and learning.

Award Prize

First Prize | **\$4,200**
Second Prize | **\$2,700**

Award Prize

Killam Award Certificate | **\$1,000**

Submit nominations [HERE](https://ubc.ca1.qualtrics.com/jfe/form/SV_bCn7cY3gKu0isjs) | or copy and paste https://ubc.ca1.qualtrics.com/jfe/form/SV_bCn7cY3gKu0isjs

Jordan L. Burke Memorial Award in Forestry (Best Graduate TA Award)

Killam Graduate Teaching Assistant Awards 2022-2023

Eligibility

The award is open to **UBC Forestry Graduate Students** who acts or has acted in a GTA position in the Faculty of Forestry during the current and/or preceding academic year (2023-24 and/or 2022-23).

Eligibility

The award is open to **any UBC Graduate Students in UBC Vancouver** who acts or has acted in a GTA position in the Faculty of Forestry during the current and/or preceding academic year (2023-24 and/or 2022-23).

If the TA work is performed in a Department other than the GTA's "home" Department (where they are registered), the nomination package should be submitted to the Department in which the work is performed, and the home Department should be notified of the nomination.

Who Can Nominate?

Nominations are encouraged from faculty supervisors (professors, senior laboratory instructors) of the Graduate Teaching Assistant, from colleagues working closely with the nominee, and from the students who attended the nominee's class or laboratory. GTAs can also **self-nominate** for the award. Teaching dossiers from either self-nominations or student/peer/faculty nominations must reflect the criteria and guidelines in the attachment appendices.

Nomination Procedures

There is no application or nomination form. The nomination takes the form of a teaching dossier of supporting documentation, from either the student/peer/faculty nominating party or the self-nominee. Please see Appendix I and II for guidelines for compiling the dossier and supporting documentation.

Note: The nominating party collects the information from the nominee and/or other sources. However, if the nominating party has anything that they wish to add to any section based on observation or knowledge of the nominee, they are welcome to do so.

Please submit the dossier as **one** complete PDF file (with the table of contents as the first page of the package) using the naming convention: TA SURNAME_First name_Dept_nominator surname

Submit nominations [HERE](#) | or copy and paste https://ubc.ca1.qualtrics.com/jfe/form/SV_bCn7cY3gKu0isjs

Materials Required for Dossier | review appendices attached

Killam competition criteria and guidelines are used for this competition

[Appendix I: Criteria](#)

[Appendix II: Guidelines for Preparing Nominations](#)

Appendix II | Summary | as **one** complete PDF

1. Table of contents
2. Candidate's statement (max 2 pages)
3. Summary of teaching responsibilities and contributions (max 2 pages)
4. Feedback or letter of support from students, colleagues, and/or supervisors (max 10 pages)
5. Any supporting material as an appendix (if applicable) (max 10 pages)

Questions | Forestry Grad Awards (forestry.grad-awards@ubc.ca)



APPENDIX I:

Effective Teaching Criteria

for anyone preparing a nomination package, and for the Adjudication Committee

Successful candidates will be graduate students who have demonstrated skills, abilities and contributions that result in a high level of respect from students and academic or course supervisors, in several of the following areas. The successful candidate:

1. demonstrates a broad knowledge of the field and the ability to help students actively learn new knowledge, skills and perspectives, evidenced by student/supervisor feedback and relevant grades:
 - explains information clearly and logically;
 - organizes effective presentations, fieldwork or discussion groups that maximize student learning;
 - constructively evaluates student presentations;
 - actively helps students to learn transferable skills such as oral and verbal communication, problem solving, critical thinking, numeracy, teamwork, leadership.
2. shows evidence of working in a collegial manner with students, faculty supervisors and Graduate Teaching Assistant colleagues:
 - works with other graduate students or faculty to improve the learning environment for students;
 - demonstrates rapport with and support of students through active listening strategies and actions;
 - encourages student collaboration through group projects and presentations.
3. shows evidence of incorporating new teaching skills learned through workshops, seminars and/or self-directed learning.
4. shows evidence of reflection and action on personal and professional development needs within the scope of the Teaching Assistant position.
5. acts as a role model, demonstrating high standards, good listening skills and ethics:
 - demonstrates reliability and availability within the scope of the TA job description;
 - encourages and supports diversity and equity within and beyond the classroom;
 - returns assignments quickly, with useful constructive feedback (oral and/or written);
 - is involved in community service as part of the position (for example, involvement in science fairs, open houses, undergraduate/graduate events).



APPENDIX II:

Guidelines for Preparing the Killam GTA Nomination Submissions

There is no application form for this award. The person nominating the GTA, or the self-nominee, must compile a **dossier** of information about the nominee's work as a TA, comprising the items listed below, and addressing the [Criteria](#) in Appendix I. These materials are collected from the nominee and/or other sources as appropriate.

For questions about dossier format that are not addressed below, please contact the Dean's Office, as some Faculties may have their own internal formatting requirements.

1. a statement of the candidate's values and assumptions about teaching and learning in higher education and of their experiences with putting these values and ideas into practice.
(*maximum 2 pages*)

As part of the above statement, the candidate might consider including some of the following:

- a description of a recent instructional opportunity or problem faced by the Teaching Assistant, outlining steps taken toward resolution of the issue.
 - an example of written or oral feedback given by the Teaching Assistant to students in a laboratory, tutorial, fieldwork or clinical situation, or course. This could take the form of comments on lab reports, essays, or other assignments which the Teaching Assistant has directly overseen.
 - further relevant examples of interest and involvement in teaching and student learning; for example, participation in teaching enhancement seminars and workshops, independent reading in the field of teaching in higher education, or involvement on Departmental or other University committees which examine teaching and learning issues.
2. a summary of recent teaching responsibilities as well as contributions to teaching in the past: include number of students, type of teaching undertaken, hours per week in the classroom, and average time spent constructively in consultation with students and supervisors in carrying out Teaching Assistantship duties. (*maximum 2 pages*)
 3. any formal feedback from students, colleagues and/or supervisors (in the form of student evaluations, letters, or related material) which addresses the stated criteria for this award. It is suggested that any letters be addressed to "To whom it may concern" or "To the Killam GTA Award Adjudication Committee". (*maximum 10 pages*)