



Medicine Hat College Policy CONVOCATION - INSTRUCTOR OF THE YEAR AWARD

Policy #:	SD-02
Policy Authority:	Registrar
Executive Sponsor:	Associate Vice-President, Student Development
Approved by:	President
Effective Date:	03/07/2016
Next Mandatory Review Date:	03/07/2021
Frequency of Review:	Every 5 years

1. POLICY OBJECTIVE

The purpose of this policy is to provide guidance for the administration and co-ordination of the Instructor of the Year Award.

2. POLICY SCOPE

This policy applies to eligible faculty of Medicine Hat College (MHC).

3. PRINCIPLES

3.1. Award Qualifications

- To qualify for this award, nominees must be full-time regular or full-time temporary faculty, or part-time faculty who have accumulated six (6) semesters of employment.
- In selecting a successful candidate for the award, consideration will be given to instructors who demonstrate teaching expertise, who are respected by students for professionalism and who make a contribution to the institution and academic activities.

3.2. Nomination Process

- MHC and the Students' Association will advertise annually and seek nominations for this award.
- Nominations will only be accepted from students.
- The selected instructor will be honoured at the annual Convocation and Awards Ceremony.

3.3. Selection Committee

- (a) The Instructor of the Year Selection Committee shall consist of
- Two (2) members of the Students' Association Executive;
 - The College President;
 - The Vice President, Academic;
 - The Associate Vice President, Student Development;
 - The Registrar;
 - The President of the Faculty Association or designate.

4. RESPONSIBILITIES

Registrar's Office: is responsible for calling for nominations and organizing the selection process.

MHC and Students' Association: is responsible to advertise annually and seek nominations for the award.

Students: are responsible for nominating eligible faculty.

5. RELATED POLICIES

HR-02: Employee Recognition

ORIGINAL COPY SIGNED

Denise Henning
President and CEO

Date: 17 March 2016

ORIGINAL COPY SIGNED

Irlanda Price
Associate Vice-President, Student
Development

Date: 17 March 2016

DOCUMENT HISTORY

March 2016 Revised policy approved