Distinguished Instructor Award Nomination Call

The Distinguished Instructor Award recognizes educators who demonstrate exceptional commitment to teaching, students, and learning through a range of effective and innovative practices. This province-wide award includes a $1,500 honorarium for the faculty member or team and a $500 contribution to the faculty member's faculty association.

Eligibility

The award is open to all ACIFA members who instruct at least one course. Instructors may teach students in any delivery format. For the purposes of this award, a student is any individual enrolled in a credit or non-credit course at an ACIFA institution. Nominations may be submitted for an individual instructor or a group/team. Nominations must be made by colleagues with the consent of the nominee(s) and must follow the format of the nomination form.

An instructor who receives the award is not eligible again for five years. An instructor who has been nominated but has not won remains eligible for nomination the following year.

Nomination Process

Once the nominator(s) determine that a faculty member meets the eligibility criteria, they will complete the nomination form, describing the nominee's skills and qualities that reflect distinguished instructional practice. Nomination forms are available on the ACIFA website (www.acifa.ca).

The ACIFA Awards Committee, established by the Professional Affairs Committee of ACIFA, will select the award recipient from received nominations.

Award Criteria

An instructor may qualify for the Distinguished Instructor Award if they demonstrate commitment to students and learning through a variety of measures:

- Responds to the individual needs of students in and out of the classroom;
- Promotes a quality, respectful, and positive learning environment;
- Demonstrates effective, inclusive, and engaging instructional strategies that support student success;
- Demonstrates a thorough knowledge of subject matter and strives to keep current in their field of expertise;
- Explores professional development opportunities with interest and enthusiasm;
- Models professional attitudes and values;
- Additional accomplishments or merits worthy of consideration when it comes to post-secondary instruction.

Nomination Form:

The following will be necessary to complete in the nomination form:

1. Nominee's Name, Email, and Institution
2. Explain how the faculty member demonstrates the following criteria listed above:
    - Responds to the individual needs of students in and out of the classroom;
    - Promotes a quality, respectful, and positive learning environment;
    - Demonstrates effective, inclusive, and engaging instructional strategies that support student success;
    - Demonstrates a thorough knowledge of subject matter and strives to keep current in their field of expertise;
    - Explores professional development opportunities with interest and enthusiasm;
    - Models professional attitudes and values;
3. Please list or detail any additional accomplishments or merits you feel that the faculty member demonstrates that could be relevant when it comes to evaluating the quality of a post-secondary instructor.
4. Supporting Documentation:

    Upload document and/or media that will augment the nominee's application These can include:

    - Letter(s) of support from colleague(s) (maximum of 2)
    - Student testimonial(s), students need not be currently enrolled in nominee's course(s) (maximum of 2)
    - Digital Media can be upload onto the form.

    Up to five supporting files may be uploaded (maximum 100 MB each). If you experience any difficulties, please reach out to the ACIFA Office at admin@acifa.ca or 780-423-4440.

Recipient Selection Process

ACIFA's Professional Affairs Committee will select the award recipient from nominations received.

The committee uses an established rubric to adjudicate all nominations to ensure consistency, fairness, and alignment with the award criteria. The rubric is available on the ACIFA website (www.acifa.ca).

Where possible, efforts will be made to avoid assigning committee members to adjudicate nominations from their own institution to prevent perceived or actual conflicts of interest. To protect fairness and impartiality of the review process, committee members are responsible for recusing themselves from the process if a perceived or actual conflict of interest exists. If a committee member recuses themselves, the remining members will continue to make the final selection, with the input of the Professional Affairs Committee Chair, if required.

ACIFA Commitments to Award Recipient

The ACIFA Awards Committee will undertake to recognize the recipient of Distinguished Instructor Award with:

- Acknowledgement in the ACIFA Newsletter, website, social media, and conference program;
- $1,500 for the recipient and $500 to the recipient's faculty association, provided by belairdirect
- Coverage of conference registration, accommodations, and travel expenses for the recipient to present on their teaching and accept the award at the ACIFA conference.

Award Recipient Expectations

The award recipient will be expected to:

- Attend the ACIFA Annual Conference to accept the award and present a conference session;
- Submit a description of their commitment to students and learning for publication across ACIFA communication channels, including the newsletter, website, social media, and conference program; and
- Provide a professional headshot and a brief biography for use in ACIFA communications and the conference program.

Application Forms are available at: www.acifa.ca

Electronic submission of application is required.

Application Deadline: January 3, 2027
Recipient Notified: February 5, 2027

If you have any questions or require assistance, please contact the ACIFA office at 780-423-4440 or admin@acifa.ca

Administered by the
Alberta Colleges and Institutes Faculties Association Professional Affairs Committee

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