

CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENT

Outstanding TA Award (2024-2025)

About the Award:

- **TA Excellence Awards to be awarded annually to two TAs who have been nominated for their efforts in helping students understand the concepts and solutions conveyed in the lectures, laboratories and problem analysis sessions.**
- 2 @ \$300

Nomination Process

Who is eligible?

- TAs that have been assigned to a course (Summer 2024, Fall 2024, Winter 2025) are eligible for the Outstanding TA Awards.

Who should submit the nomination form/package?

- Nominations are welcomed from faculty, contract instructors and students.
- TAs may nominate themselves for the award but self-nominations that have meaningful support from faculty, contract instructors, or students in the course will be given more weight.
- Support from students is essential and support from both students and faculty is preferred.
- We encourage nominators to provide as much detail as possible to show the ways in which the TA excels in the criteria listed below. Submissions that provide meaningful support will be weighted more significantly than non-specific compliments.
- Teaching materials can be included but should include a brief description of the context.

Where and when to submit?

- Nominators are asked to complete the digital '2024-2025 Outstanding TA Awards' nomination form: <https://carleton.ca/teachingawards/awards-for-teaching-assistants/> and attach any additional documentation using the online form.
- **Deadline to submit is Monday, March 31, 2025.**

Selection Process

- The selection committee includes **Graduate Associate Chairs**.
- The selection committee will choose the award recipients based on the following criteria where applicable:
 - **Nominators** – TAs nominated by both faculty and students; multiple nominator signatures
 - **Teaching skills** – excellence in guest lectures, tutorials, discussion groups, office hours
 - **Grading** – consistent, fair, equitable, helpful feedback
 - **Communication** – responsive, supportive, clear, concise and timely with faculty and students
 - **Learning environment** – creating a supportive, inclusive and respectful environment
 - **Other** – anything not addressed above that exemplifies TA excellence
- Winner(s) will be informed in **Fall 2025 Orientation**