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## Craig Cunningham Memorial Award for Teaching Excellence (CCMATE) Procedure

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<b>Policy Sponsor:</b>	Vice-President, Academic
<b>Name of Parent Policy:</b>	<a href="#">Academic Excellence Awards Policy</a>
<b>Policy Contact:</b>	Vice-President, Academic
<b>Procedure Contact:</b>	Vice-President, Academic
<b>Effective Date of Procedures:</b>	September 26, 2016
<b>Review Date:</b>	Biennially

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### Purpose

The Craig Cunningham Memorial Award for Teaching Excellence (CCMATE) recognizes excellence in teaching by Athabasca University Academic Staff.

### Background

Craig Cunningham was a valued Athabasca University faculty member in the School of Business from 1979 to 1995 and was the first recipient of the President's Award for Teaching Excellence (PATE) in 1995. The PATE was renamed the Craig Cunningham Memorial Award for Teaching Excellence in 1996 in honor of Craig.

During his sixteen years at Athabasca University, Craig continuously investigated new technologies to improve students' learning experiences at a distance. He was singularly influential in the subsequent adoption of many of these enhancements by the University. In addition to his untiring efforts as an innovator, he was known for his humor, kindness, humility and ability to bring consensus from diversity.

### Definitions

<b>Academic Excellence Awards Committee (AEAC)</b>	Athabasca University General Faculties Council Academic Excellence Awards Committee.
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## **Academic Staff**

Academic staff means academic staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors, and Academic Coordinators.

## **Procedures**

### **Eligibility**

Academic Staff members who have had continuous service of at least three years are eligible for the Craig Cunningham Memorial Award for Teaching Excellence. Academic staff who are retiring during the year of the award are not eligible.

### **Nomination Process**

The call for nominations will be issued annually through the Office of the University Secretariat. The call will include information regarding timelines, nomination forms and any other information relevant to the award.

Nominations are to be submitted using the Craig Cunningham Memorial Award for Teaching Excellence Nomination Form. The form, which includes information and supporting documentation, is available through the Office of the University Secretariat <http://ous.athabascau.ca/>.

Nominations must be received by the deadline date. Late nominations will not be considered. All nominations must be completed in full as outlined below.

a. **Nominators:**

Nominations must be made by one or more University staff or one or more students of the University (or combination of staff and students). University staff who nominate an individual must have known the nominee and the nominee's performance and contribution to teaching excellence for at least three years. Students who nominate an individual must have known the nominee and the nominee's performance and contribution to teaching excellence for at least two years.

b. **Seconders:**

Nominations must be seconded by one or more University staff or one or more students of the University (or combination of staff and students). University staff who act as seconder(s) must have known the nominee and the nominee's performance and contribution to teaching excellence for at least three years. Students who act as seconder(s) must have known the nominee and the nominee's performance and contribution to teaching excellence for at least six months.

**Note:** Nominators and seconders may participate in the nomination of only one nominee in any given year.



c. Nominee:

The nominee must agree to let their name stand for consideration of the Award and may, upon request, view the supporting documentation.

### **Criteria**

Nominations will be adjudicated by the Academic Excellence Awards Committee (AEAC) based on the nominee's contributions to excellence in teaching as demonstrated by:

- The nominee's past achievements in teaching;
- Excellence in the presentation of subject matter;
- Innovation in delivery of subject matter;
- High standard of service to students, leading to student success
- Other innovations affecting the quality of teaching or service, or both; and
- Letters of support from students.

### **The Award**

CCMATE recipients receive:

- A certificate of recognition.
- Recognition on Athabasca University's public web page for Awards for Excellence – Athabasca University Employees. The web page will also list past CCMATE recipients.
- A professional development contribution of \$2,000 to the recipient's Academic and Professional Development Fund account administered by Financial Services and used within established guidelines applicable to the Fund.

The successful recipient will be informed in writing by the Chair of the AEAC. An "All Staff" email will be issued to announce the award recipient to the University community.

### **Applicable Legislation and Regulations**

[Alberta Freedom of Information and Protection of Privacy Act](#) -  
Canada [Income Tax Act](#)

### **Related References, Policies, Procedures and Forms**

[Academic Excellence Awards Policy](#)  
[Academic and Professional Development Fund Policy](#) and [Procedure](#)

### **History**

Policy Sponsor, September 26, 2016 (revised)  
GFC, June 15, 2016, Motion 32-04 (associated policy approved)