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## President's Award for Tutoring/Mentoring Excellence (PATME) Procedure

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

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### Purpose

The President's Award for Tutoring/Mentoring Excellence (PATME) recognizes excellence in instruction to students by Athabasca University Tutors, including Academic Experts.

### Definitions

**Academic Excellence Awards Committee (AEAC)** Athabasca University General Faculties Council Academic Excellence Awards Committee.

**Tutors** Tutor means a part-time staff member who provides tutorial services to students and includes Academic Experts.

### Procedures

#### Eligibility

Tutors and Academic Experts who have had continuous service of at least three years are eligible for the President's Award for Tutoring/Mentoring Excellence. Tutors or Academic Experts who are retiring during the year of the award are not eligible.

Normally, the PATME will be granted annually to one employee in undergraduate programs and to one employee in graduate programs.



## **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 President's Award for Tutoring/Mentoring 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 instruction to students as demonstrated by:

- Sustained achievements in tutoring/mentoring;
- Impact on student success; and
- Letters of support from students.



## **The Award**

PATME award 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 PATME 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(s) will be informed in writing by the Chair of the AEAC. An "All Staff" email will be issued to announce the award recipient(s) 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)