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
   (a) 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.
   (b) 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
   (a) MHC and the Students’ Association will advertise annually and seek nominations for this award.
   (b) Nominations will only be accepted from students.
   (c) 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

Irlanda Price
Associate Vice-President, Student Development
Date: 17 March 2016

DOCUMENT HISTORY

March 2016         Revised policy approved