



## Medicine Hat College Policy INSTRUCTOR OF THE YEAR AWARD

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Policy #:	SD-02
Policy Authority:	Dean of Student Services/Registrar
Executive Sponsor:	Vice-President, Academic and Provost
Approved by:	President and CEO
Effective Date:	May 12, 2021
Next Mandatory Review Date:	May 12, 2026
Frequency of Review:	Every 5 years

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### 1. POLICY OBJECTIVE

This policy provides 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

MHC recognizes instructors who exemplify excellence in their profession who create an exceptional educational environment.

### 4. DIRECTIVES

#### 4.1. Award Qualifications

- To qualify for this award, nominees must be full-time regular or full-time temporary faculty, or part-time faculty who have accumulated six semesters of employment.
- In selecting a successful candidate for the award, consideration will be given to instructors who demonstrate teaching expertise, who are respected by students by offering mentorship as well as dedication to student learning, and who contribute to the institution and academic activities.

#### 4.2. Nomination Process

- MHC and the Students' Association will advertise annually to seek nominations for this award.
- Nominations will only be accepted from students.
- The selected instructor will be honoured at the annual Convocation Ceremony.

**4.3. Selection Process**

- (a) The selection committee will review the nominations and each member will vote for up to three nominees via secret ballot.
- (b) The nominee receiving the most votes is declared the winner.
- (c) In the event of a tie, each member will vote via secret ballot for only one of the nominees who received the most number of votes.

**4.4. Selection Committee**

The Instructor of the Year Selection Committee will consist of

- two students nominated by the Students' Association Executive;
- the President and CEO;
- the Vice-President, Academic and Provost;
- the Dean of Student Services/Registrar;
- one Dean of an academic school; and
- one faculty member nominated by the Faculty Association.

**5. RESPONSIBILITIES**

**5.1 Registrar's Office** is responsible for calling for nominations and organizing the selection process.

**5.2 MHC and Students' Association** is responsible for advertising and seeking nominations for the award.

**5.3 MHC students** are responsible for nominating eligible faculty.

**6. RELATED POLICIES**

HR-02: Employee Recognition



Kevin Shufflebotham  
President and CEO

Date: May 12, 2021



Vicky Roy  
Vice-President, Academic and  
Provost

Date: May 12, 2021

**DOCUMENT HISTORY**

March 2016	Revised policy approved
May 2021	Revised policy approved