



January 5, 2026

To: Deans, UBC Vancouver

From: Janice Stewart, Deputy Provost and AVP Academic Affairs, UBC Vancouver

**Re: Call for Nominations:
UBC Killam Graduate Teaching Assistant Awards 2025-26**

In recognition of the valuable role that Graduate Teaching Assistants play in our programs, UBC annually awards nineteen Killam Graduate Teaching Assistant Awards. Each award includes a Certificate and \$1,000.00. These awards are intended to recognize teaching excellence within our institution and to underscore the importance and value that UBC places on high-quality teaching.

We are seeking the assistance of Deans' Offices in promoting this award opportunity. We ask that you distribute this Call for Nominations to Heads and Directors, students, and faculty members in all your teaching sites and post it in public spaces as appropriate.

In addition to the Killam awards, a Faculty may choose to establish its own GTA teaching award administered internally.

Eligibility:

The award is open to any Graduate Teaching Assistant at UBC Vancouver who has been acting in the position during the current academic year (2025-26), and/or the preceding academic year (2024-25).

Nomination Process:

Each Dean's Office will determine how nominations will be collected and coordinated within that Faculty, while following the timeline in the "Submitting the Nomination / Nomination Deadlines" section below. Nominations should be encouraged from the Graduate Teaching Assistant's supervisors, from colleagues working closely with the GTA nominee, and from students who attend/attended the nominee's class or laboratory. GTAs may also self-nominate for the award.

Please refer to the "Distribution of Awards" section below for the number of allowable UBC Killam GTA Awards per Faculty.



Distribution of Awards:

The centrally-funded UBC Killam Graduate Teaching Assistant Awards are allocated to the participating Faculties based on the number of GTAs per Faculty or the minimum of one award per Faculty each year. The current distribution is shown in the table below:

Faculty	Number of Awards
Allard School of Law	n/a
Applied Science	3
Arts	3
Dentistry	1
Education	2
Forestry	1
Land and Food Systems	1
Medicine	1
Pharmaceutical Sciences	1
Sauder School of Business	1
Science	5

Nomination Format:

Please note that there is no application or nomination form. The nomination takes the form of a teaching dossier of supporting documentation, prepared by either the nominator or the self-nominee. Please see **Appendix II** for guidelines for compiling the dossier.

Adjudication Process:

As decided by the Committee of Deans in the late 1990s, Faculties are responsible for adjudicating their awards. A committee should be struck by each Dean’s Office to review the nominations. It is suggested that each committee consist of: three Graduate Teaching Assistants who are recognized as effective teachers; three faculty or laboratory supervisors of GTAs; and up to three recent teaching award winners in the faculty. A committee Chair will be chosen by, and from within, the committee.

Each nomination will be evaluated against the Criteria described in **Appendix I**, which were approved by the Committee of Deans when the awards were established.

Following adjudication, the Dean’s Office notifies the Provost Office of the selected award winner(s). Deans’ Offices are asked to complete the submission form in **Appendix III** and send it to the Provost Office as noted on the form.



Submitting the Nomination / Nomination Deadlines:

- a) Individual nomination packages must be submitted to the Head's or Director's Office (if applicable) by: **Friday, March 6, 2026.**
- Self-Nominees: The contact information for the Head's or Director's Office can be found by consulting the [UBC Faculty and Staff Directory](#), or the Department/School website, or the Dean's Office.
 - The nomination package should be submitted to the Department/School in which the Teaching Assistant work is performed. If this differs from the GTA's department in which they are registered, this should be noted on the nomination.
- b) The Head's or Director's Office must send nomination packages to the Dean's office for adjudication by: **Friday, March 13, 2026.**
- c) The Dean's Office will forward the name(s) of the successful nominee(s) to the Provost Office by: 5:00pm on **Friday, March 27, 2026.**
- Deans' Offices are asked to submit the information by completing the form in **Appendix III** and sending it to the Provost Office attached to an email, via the address provided in the form. A Word version of the form is provided with this memo and is also available upon request.

Faculties are asked to refrain from announcing their award winners' names until the awardee list has been posted to the Provost Office's [website](#) in April 2026. The Provost Office will notify Deans' Offices once the list is posted.

Appendices Attached:

- Appendix I: Criteria
Appendix II: Guidelines for Preparing Nominations
Appendix III: Submission Form from Faculty to Provost Office

Questions:

Questions about the **process**: Please contact Selina Fast, selina.fast@ubc.ca, Executive Assistant to the Deputy Provost and Associate Vice-President Academic Affairs.

Questions about **formatting** of the nomination package: Please contact the relevant Dean's Office.



APPENDIX I:

Effective Teaching Criteria

for anyone preparing a nomination package, and for the Adjudication Committee

Successful candidates will be graduate students who have demonstrated skills, abilities and contributions that result in a high level of respect from students and academic or course supervisors, in several of the following areas. The successful candidate:

1. demonstrates a broad knowledge of the field and the ability to help students actively learn new knowledge, skills and perspectives, evidenced by student/supervisor feedback and relevant grades:
 - explains information clearly and logically;
 - organizes effective presentations, fieldwork or discussion groups that maximize student learning;
 - constructively evaluates student presentations;
 - actively helps students to learn transferable skills such as oral and verbal communication, problem solving, critical thinking, numeracy, teamwork, leadership.
2. shows evidence of working in a collegial manner with students, faculty supervisors and Graduate Teaching Assistant colleagues:
 - works with other graduate students or faculty to improve the learning environment for students;
 - demonstrates rapport with and support of students through active listening strategies and actions;
 - encourages student collaboration through group projects and presentations.
3. shows evidence of incorporating new teaching skills learned through workshops, seminars and/or self-directed learning.
4. shows evidence of reflection and action on personal and professional development needs within the scope of the Teaching Assistant position.
5. acts as a role model, demonstrating high standards, good listening skills and ethics:
 - demonstrates reliability and availability within the scope of the TA job description;
 - encourages and supports diversity and equity within and beyond the classroom;
 - returns assignments quickly, with useful constructive feedback (oral and/or written);
 - is involved in community service as part of the position (for example, involvement in science fairs, open houses, undergraduate/graduate events).



APPENDIX II:

Guidelines for Preparing a Killam GTA Award Nomination

There is no application form for this award. The person nominating the GTA, or the self-nominee, must compile a **dossier** of information about the nominee's work as a GTA, following the outline below and reflecting the Criteria in Appendix I (also found [here](#)). These materials are collected from the nominee and/or other sources as appropriate.

For questions about dossier format that are not addressed below, please contact the Dean's Office, as some Faculties may have their own internal formatting requirements.

A brief introductory page may be included, followed by these required components:

1. **TEACHING VALUES:** candidate's statement of values and assumptions about teaching and learning in higher education and of their experiences with putting these values and ideas into practice. (*maximum 2 pages*)

As part of the above statement, the candidate might consider including any of the following:

- a description of a recent instructional opportunity or problem faced by the candidate, outlining steps taken toward resolution of the issue.
- an example of written or oral feedback given by the candidate to students in a laboratory, tutorial, fieldwork or clinical situation, or course. This could take the form of comments on lab reports, essays, or other assignments which the Graduate Teaching Assistant has directly overseen.
- relevant examples of interest and involvement in teaching and student learning beyond the GTA duties, such as participation in teaching enhancement seminars and workshops; independent reading in the field of teaching in higher education; or involvement on Departmental or other University committees which examine teaching and learning issues.

2. **TEACHING EXPERIENCE:** a summary of recent teaching responsibilities as well as contributions to teaching in the past: include number of students, type of teaching undertaken, hours per week in the classroom, and average time spent constructively in consultation with students and supervisors in carrying out Teaching Assistantship duties. (*maximum 2 pages*)
3. **TEACHING FEEDBACK:** any formal feedback from students, colleagues and/or supervisors (in the form of student evaluations, letters, or related material) which addresses the stated criteria for this award. It is suggested that any letters be addressed to "To whom it may concern" or "To the Killam GTA Award Adjudication Committee". (*maximum 10 pages*)



APPENDIX III

Notification from Faculty to Provost Office

SELECTED RECIPIENT(S) OF THE UBC KILLAM GTA AWARD

Dean's Office:

Please submit this form to the Provost Office, to the attention of selina.fast@ubc.ca, completed with the information about the candidate(s) your Faculty has selected to receive the award (based on the allowable number of award recipients for your Faculty).

Please feel free to use an additional page if more space is needed.

Faculty of: _____

Successful Nominee's name (please include honorific and pronouns if known)	Nominee's email address and mailing address	Head/Director's name, department, and email address	Name, title, and email address of TA work supervisor

For the Killam Trustees, please provide a few brief background notes about each Nominee, including their approach to teaching – 100 words or less for each nominee.