

Teaching Assistant Prize in Psychology Terms of Reference

Nature of Award

Prize for the best teaching assistant in a Psychology course.

Nomination Criteria

Judged best teaching assistant in Psychology.

Nomination Procedures

Call for nominations is forwarded to PSYC instructors by 01 March by the Graduate Program Administrator and forwarded to the PSYC Undergraduate Program Assistant for circulation to all PSYC undergraduate students. PSYC instructors and PSYC undergraduate students may put forward their nomination to the PSYC Coordinator of Graduate Studies via the *Qualtrics* online survey.

Eligible Nominees

All graduate student teaching assistants (TAs) who served a PSYC undergraduate course during the current academic session are eligible for nomination.

Eligible Nominators

All PSYC undergraduate students who completed a PSYC course during the current academic session and those course instructors may nominate their top TA.

Qualtrics Nomination Process

Students receive a confidential *Qualtrics* link via email forwarded by the PSYC Undergraduate Assistant to prepare/submit their nomination.

Nomination Closing Date

In order to be considered in the current competition nominations must be received by: 01 May at 4:30 pm Kingston time.

Selection Process

Selection is made by the Graduate Committee in Psychology.

Notification to Centre for Teaching and Learning (CTL)

The PSYC Graduate Program Administrator notifies CTL of the successful nominee on or before 21 Jun each year.

Results Notification

Grad Program Administrator:

- prepares winners' letters complete with PSYC Dept Head signature
- advises Eric Brousseau to print certificates for the 2 top candidates
- provides announcement to Eric Brousseau to include in weekly memo
- updates the TA Prize / CCDP Certificate recipients list
- advises CTL to update their website with the current year's recipients' names

Presentation of Award

Announcement of the prize winner is published in the PSYC Departmental weekly memo. A letter of congratulations is issued to the winner via the Centre for Teaching and Learning along with a cheque from PSYC for \$400 which are presented to the recipient the annual PSYC awards presentation event.

CCDP Certificate

The TA Prize Award winner is also the recipient of the CCDP Certificate for that same year.

Current and Past Year's Recipients

The current year's recipient is listed on the CTL website.

CTL Website

<https://www.queensu.ca/ctl/awards/internal-awards/faculty-arts-and-science/psychology>