

## Helen P. Batty Awards Committee Terms of Reference

### **Background**

The Helen P. Batty Awards for Excellence and Achievement in Faculty Development (known as the Helen Batty Awards) were first established in 2005, to recognize excellence in faculty development programming and teaching in the Temerty Faculty of Medicine at the University of Toronto. Nominations are invited across three categories:

1. Sustained Excellence in Teaching as a Faculty Developer
2. Innovation in Program Development and Design
3. Sustained Contribution to the Field of Faculty Development

The awards come with faculty-wide recognition at the annual awards ceremony and on the CFD website, as well as a prize and certificate. The awards are overseen by the Centre for Faculty Development.

### **Purpose**

The committee is responsible for reviewing award nominations each year, selecting preferred nominee(s) and putting forth a recommendation to the CPD Awards Committee, University of Toronto.

### **Duties and Responsibilities**

Each year, the CFD invites nominations for the Helen Batty Awards. The Committee will be responsible for reviewing existing award criteria and refining it to align with the CFD's values. The Committee must select preferred nominees based on the award criteria and documentation provided in the nomination package. The Committee is also responsible for regularly assessing the awards program and criteria, and making recommendations to the Centre for Faculty Development.

### **Selection Process**

The selection committee will consist of 5-7 representatives from across disciplines (See Appendix A) and the Director of the Centre for Faculty Development. The committee will review all nominations and select up to three winners across all three categories (up to a maximum of two winners in one category), based on the strength of the nomination packages.

### **Committee Meetings**

The committee will meet three times a year by teleconference. The Chair will determine if any additional meetings are required.

## **Quorum and Voting**

A minimum of four committee members plus the Chair will comprise a quorum. The preferred nominee(s) are selected by majority vote of the committee members in attendance at the meeting. The Committee Chair will cast a vote only in the event of a tie.

APPENDIX A – Guiding Document for Committee

APPENDIX B – Criteria for Nominations

APPENDIX C – Selection Criteria for Committee

## **APPENDIX A – Guiding Document for Committee**

### **Committee Terms**

The committee will consist of 5-7 representatives from different departments across the Temerty Faculty of Medicine, including:

- the Director of the Centre for Faculty of Development;
- at least 1 representative from a health sciences/health discipline/non-physician professional background or working within a community-based organization;
- an external committee member from the national faculty development community, recommended by the CFD Director and confirmed by the committee

Committee members will serve a term of three years, after which a new committee will be selected through another open call for committee members based on the composition outlined above. Former committee members may re-apply to be a part of the committee after their term is over, up to a maximum of two terms (six years).

This is a voluntary role and a letter will be provided annually by the CFD Director and Committee Chair to acknowledge participation and contribution to the committee.

### **The Chair**

The Chair will be appointed internally from the committee based on a vote, and will serve as the Chair for a three-year period. The Chair will be responsible for sign-off of the decision made by the committee and for announcing the decision to the CPD Awards Committee.

### **Timeline**

- June 2023: Committee applications open
- July 9, 2023: Committee formed
- July – August 2023: Training of committee: draft refined award criteria under development
- September 2023: Introductory meeting and confirming award criteria
- November 2023 – February 2024: Nomination period
- March 2024: Nomination review meeting
- April 2024: Winner selection meeting
- May 2024: Awards ceremony

## APPENDIX B – DRAFT Criteria for Nominations (under review of Committee)

### Nomination criteria to be developed by Committee linked to the CFD Values:

- Collaborative
- Reflexive
- Inclusive
- Innovative
- Courageous

The following categories and criteria are working drafts for the committee, based on past award information. We anticipate that the criteria below will be amended with new information shared in Fall 2023.

#### CATEGORY #1: SUSTAINED EXCELLENCE IN TEACHING AS A FACULTY DEVELOPER

**Purpose:** Recognition of sustained excellence in teaching faculty in the context of faculty development over a significant period of time – ultimately leading to the enhancement of instruction, career development, professionalism, inter-professionalism, and / or health professional leadership.

**Recipients:** Individual

**Eligibility:** Faculty Member in the Faculty of Medicine at the University of Toronto

**Awarded Amount:** \$1000

#### **Criteria:**

Commitment:

- Quantity of faculty development teaching in the Faculty of Medicine
- Evidence of self-development in teaching methods and faculty development

Teaching Methods:

- Innovative, creative and experimental faculty development teaching methods
- Ability to organize material and emphasize principles
- Effective use of appropriate teaching resources and instructional methodologies

Subject Knowledge/Communication:

- Subject mastery
- Excellence in communication skills

Ability to stimulate learners (faculty):

- Encourages interest in and enthusiasm for subject
- Displays good rapport with learners
- Leads learners to think critically, analytically and independently, and to organize their own learning
- Contribution as an outstanding role model, whether researcher or clinician
- Teaching/supporting education scholarship

Assessment of Faculty Development Teaching and Activity:

- Outstanding quantitative and/or qualitative teaching assessment results OR
- Evidence of impact (on learners and quality/excellence as teacher)

**Nomination Materials:**

1. Brief (750 words or less) Personal Statement from candidate that outlines teaching and educational philosophy and supports the attainment of criteria above
2. Faculty development teaching and education component of Teaching Dossier (faculty development activities only) which includes examples of materials that support criteria above (including summaries of teaching assessments)
3. Letters:
  - a. Letter from nominator reviewing how the nominee meets the criteria of the award
  - b. Letter of support from chair or chair's designate
  - c. Additional supporting letter(s) and/or materials describing Departmental (or beyond Department) faculty development teaching and impact
4. Curriculum Vitae

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**CATEGORY #2: EXCELLENCE OR INNOVATION IN PROGRAM DEVELOPMENT AND DESIGN**

**Purpose:** Recognition of an outstanding faculty development program within the Faculty of Medicine, University of Toronto which led to the enhancement of faculty members' teaching, education, administration, leadership, scholarship, and/or advocacy knowledge, skills, or attitudes

**Recipients:** Group

**Eligibility:** Faculty Members (who direct or lead the Program) and their team in the Faculty of Medicine at the University of Toronto. The program must be a continuing program and run for at least another year.

**Awarded Amount:** Promotion and consultation services up to a value of \$1000.

## Criteria:

Evidence that the program is scholarly and innovative:

- Program rationale
- Well defined course objectives
- Demonstration that the program meets a defined educational need
- Originality, experimentation, and innovation in course/program design
- Indication that the course is well organized and integrated with logical progression of subject matter
- Effective and innovative use of learning aids, technologies and budget/resources

Evidence of dissemination and sustainability:

- Future plans of growth for the program
- Number of participants that attended each session, number of sessions offered within the program and the number of times or years the program has been offered.
- Evidence of sustained program, future plans and/or capacity building for program

Course/program content:

- Match of subject matter to course/program objectives and to learners
- Relevance of subject matter
- Presentation of subject matter to stimulate critical and analytical thinking
- Innovation in enhancing education scholarship among faculty

Program evaluation:

- Outstanding quantitative and/or qualitative program evaluation results
- Should ideally include some evaluation methodologies that go beyond participant satisfaction

## Nomination Materials:

1. Letters:
  - a. Nomination letter indicating why the program should be recognized and how it meets the criteria for the award. Most criteria should be directly addressed.
  - b. Support from chair, chair's designate, or professional program director
  - c. Additional supporting letter(s) and or materials (e.g. program participant comments etc.)
2. Program description materials:
  - a. Program rationale and description (750 words or less)
  - b. Program syllabus and sample program materials
  - c. Summary of program evaluation results
  - d. Budget total - *optional*

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**CATEGORY #3: SUSTAINED EXCELLENCE IN TEACHING AS A FACULTY DEVELOPER**

**Purpose:** To emphasize the importance of faculty development and to recognize an individual within the Faculty of Medicine, University of Toronto who has contributed to Faculty Development over a sustained and significant length of time.

**Recipients:** Individual

**Eligibility:** Faculty Member in the Faculty of Medicine at the University of Toronto.

**Awarded Amount:** \$1000

**Criteria:** In nominating candidates, nominators should take into consideration the extent to which the nominee have promoted and contributed to the field of faculty development.

**Nomination Materials:**

1. Brief (750 words or less) Personal Statement from candidate that outlines teaching and educational philosophy and supports the attainment of criteria above
2. Letters:
  - a. From nominator citing scope of faculty development activities
  - b. At least 2 letters of support from someone other than the nominator
3. Faculty development teaching and education component of Teaching Dossier (faculty development activities only) which includes examples of materials that support criteria above and:
  - a. Lists record of scholarly activities in faculty development
  - b. Includes a statement of leadership activities (i.e. in committees, working groups, collaborative projects, etc.)
  - c. Assessments of Teaching in Faculty Development

## APPENDIX C – DRAFT Selection Criteria for Committee

Selection criteria to be developed by Committee and linked to the Centre for Faculty Development values:

- Collaborative
- Reflexive
- Inclusive
- Innovative
- Courageous