

<b>Craig Cunningham Memorial Award for Teaching Excellence (CCMATE) Procedure</b>			
<b>Parent Policy</b>	Academic Excellence Awards Policy		
<b>Policy Sponsor</b>	Provost and Vice President, Academic	<b>Category</b>	Academic
<b>Policy Contact</b>	Provost and Vice President, Academic	<b>Effective Date</b>	November 23, 2021
<b>Procedure Contact</b>	Provost and Vice President, Academic	<b>Review Date</b>	January 14, 2026

### 1. Purpose

The Craig Cunningham Memorial Award for Teaching Excellence (CCMATE) recognizes excellence in teaching by an AU Academic.

*Craig Cunningham was a faculty member in the School of Business from 1979 to 1995 and was the first recipient of the President's Award for Teaching Excellence (PATE) in 1995. The PATE was renamed the Craig Cunningham Memorial Award for Teaching Excellence in 1996 in honor of Craig. During his sixteen years at the University, Craig continuously investigated new technologies to improve students' learning experiences at a distance. He was singularly influential in the subsequent adoption of many of these enhancements by the University. In addition to his untiring efforts as an innovator, Craig was known for his humor, kindness, humility and ability to bring consensus from diversity.*

### 2. Scope

The CCMATE award is given to an AU Academic in memory of a valued AU Academic Craig Cunningham, and CCMATE is adjudicated by the Academic Excellence Awards Committee (AEAC).

### 3. Definitions

<b>Academic Excellence Awards Committee (AEAC)</b>	Athabasca University General Faculties Council Academic Excellence Awards Committee.
<b>AU Academic</b>	An employee designated as such by the Board.
<b>Nominee</b>	An eligible individual who agrees to allow their name to stand for an Academic Excellence Award.

<b>University</b>	Athabasca University
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## 4. Guiding Principles

### 4.1. Eligibility

- a) AU Academic(s) who have had continuous service of at least three years are eligible for the Craig Cunningham Memorial Award for Teaching Excellence.
- b) Any AU Academics retiring during the year of the award are not eligible.

### 4.2. Nomination Process

- a) The call for nominations will be issued annually through the Office of the Provost and Vice President Academic. The call will include information regarding timelines, nomination forms and any other information relevant to the award.
- b) Nominations are to be submitted to the Dean using the Craig Cunningham Memorial Award for Teaching Excellence Nomination Form. The Dean will review the nomination to ensure it meets the eligibility of the award before submitting the nomination to the Office of the Provost and Vice President Academic for adjudication by AEAC.
- c) Nominations must be received by the deadline date. Late nominations will not be considered.
- d) All nominations must be completed in full as follows:
  - i. Nominators – Nominations must be made by one or more University staff or one or more students of the University (or combination of staff and students). University staff who nominate an individual must have known the nominee and the nominee's performance and contribution to teaching excellence for at least three years. Students who nominate an individual must have known the nominee and the nominee's performance and contribution to teaching excellence for at least two years.
  - ii. Seconders - Nominations must be seconded by one or more University staff or one or more students of the University (or combination of staff and students). University staff who act as seconder(s) must have known the nominee and the nominee's performance and contribution to teaching excellence for at least three years. Students who act as seconder(s) must have known the nominee and the nominee's performance and contribution to teaching excellence for at least six months

- e) Nominators and seconders may participate in the nomination of only one Nominee in any given year.
- f) A Nominee may, upon request, view the supporting documentation.

#### 4.3. Criteria

Nominations will be adjudicated by the Academic Excellence Awards Committee (AEAC) based on the nominee's contributions to excellence in teaching as demonstrated by:

- a) The Nominee's past achievements in teaching;
- b) Excellence in the presentation of subject matter;
- c) Innovation in delivery of subject matter;
- d) High standard of service to students, leading to student success;
- e) Other innovations affecting the quality of teaching or service, or both; and
- f) Letters of support from students.

#### 4.4. The Award

- a) AEAC adjudications will be conducted each January.
- b) The CCMATE recipient(s) will receive:
  - i. A certificate of recognition.
  - ii. A professional development contribution of \$2,000 to the recipient in a dedicated Academic and Professional Development Fund account administered by Financial Services and used within established guidelines applicable to the Fund.
- c) The successful recipient(s) will be informed in writing by the Chair of the AEAC, and a communique will be sent to the AU Community.

#### 5. Applicable Legislation and Regulations

[Alberta Freedom of Information and Protection of Privacy Act](#)  
[Income Tax Act](#)

#### 6. Related Procedures/Documents

[Academic Excellence Awards Policy](#)  
[AU Designation as Academic Policy](#)  
[Academic and Professional Development Fund Policy](#)

NOTE: The subject matter and scope of this procedure are also supported by internal use only Standard Operating Procedures.

### History

<i>Date</i>	<i>Action</i>
November 23, 2021	Procedure Revised (Policy Sponsor)
March 22, 2017	GFC Motion 37-05 (associated revised policy approved)
September 26, 2016	Procedure Revised
June 15, 2016	General Faculties Motion 32-04 (associated policy approved)