

President's Award for Tutoring/Mentoring Excellence (PATME) Procedure			
Parent Policy	Academic Excellence Awards Policy		
Policy Sponsor	Provost and Vice President, Academic	Category	Academic
Policy Contact	Provost and Vice President, Academic	Effective Date	November 23, 2021
Procedure Contact	Provost and Vice President, Academic	Review Date	January 14, 2026

1. Purpose

The President's Award for Tutoring/Mentoring Excellence (PATME) recognizes excellence in instruction to students by Athabasca University Tutors, including Academic Experts.

2. Scope

This is a President's award to be adjudicated by the Academic Excellence Awards Committee (AEAC), and is awarded annually to up to two Tutors or Academic Experts – one in undergraduate programs and one in graduate programs.

3. Definitions

Academic Excellence Awards Committee (AEAC)	Athabasca University General Faculties Council Academic Excellence Awards Committee.
Nominee	An eligible individual who agrees to allow their name to stand for an Academic Excellence Award.
Tutor	Tutor means a part-time staff member who provides tutorial services to students and includes Academic Experts. (As defined for the purposes General Faculties Council Rules)
University	Athabasca University

4. Guiding Principles

4.1. Eligibility

- a) Tutors or Academic Experts who have had continuous service of at least three years are eligible for the President's Award for Tutoring/Mentoring Excellence. Tutors or Academic Experts who are retiring during the year of the award are not eligible.
- b) Normally, the PATME will be granted annually to one employee in undergraduate programs and to one employee in graduate programs.

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 President's Award for Tutoring/Mentoring Excellence (PATME) 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 instruction to Athabasca University students as demonstrated by:

- a) Sustained achievements in tutoring/mentoring;
- b) Impact on student success; and
- c) Letters of support from students.

4.4. The Award

- a) AEAC adjudications will be conducted each January.
- b) The PATME 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	GFC Motion 32-04 (associated policy approved)