

IPFW ASSOCIATE FACULTY TEACHING AWARD
Recognizing Teaching Excellence by Associate Faculty

To reaffirm the value placed on effective teaching at Indiana University-Purdue University Fort Wayne, and to recognize and reward the contributions of excellent associate faculty, we have established the IPFW Associate Faculty Teaching Award, to be conferred annually, for excellent teaching by associate faculty. The award is funded by contributions from full-time faculty. The awardee will receive a certificate of recognition and a one-time cash award in the amount of \$500, presented at the annual honors convocation in October.

Nomination dossiers should be submitted to the Chair of the Faculty Affairs Committee by March 15 of each year. The decision will be made by a committee consisting of the Voting Faculty members of the FAC and two most recent, available Associate Faculty Teaching Award recipients. Candidates who were nominated but not selected for an award can be renominated the following year.

Criteria and guidelines for preparing nominations

- To be eligible for nomination, associate faculty should have taught at IPFW for at least five semesters.
- Nominations may be made by any full-time or associate faculty member, and must be submitted to the review committee through the appropriate department chair, dean, or division director. Individuals may not self-nominate.

The nomination dossier should include the following:

A letter of nomination (and, when the nominator is not the department chair, dean, or division director, a statement from that administrator endorsing the nomination). The letter should explain what it is that makes the nominee an excellent teacher, and not simply a competent or popular one.

1. The nominee's CV.
2. A list of courses taught by the nominee at IPFW, by semester and enrollment.
3. Several measures of teaching effectiveness, such as:

- **a summary of student evaluations for courses taught (with a statement of how and by whom the summary was prepared);**
- **the nominee's self-evaluation;**
- **copies of course syllabi, handouts, exams, and other teaching materials developed by the nominee, or descriptions of successful original techniques used by the nominee in class;**
- **reports from students that indicate the nominee's effectiveness as a teacher (if these reports were solicited, indicate by whom and under what circumstances);**
- **contributions to course or curriculum development;**
- **reports of observation visits to the nominee's classroom by colleagues (either full-time or part-time faculty) and/or the supervisor of the nominee (e.g., coordinator of multiple-section courses, department chair);**
- **other evidence that supports the nomination. For example, teaching-related service and presentations or publications related to teaching may be used as supporting evidence of effective teaching.**

These guidelines shall be reviewed annually by the Faculty Affairs Committee.