

## **IPFW FRIENDS OF THE UNIVERSITY**

### **OUTSTANDING TEACHER AWARD**

#### **Nomination package guidelines**

#### **I. Purpose**

The purpose of the award is to honor a faculty member for outstanding performance in the area of teaching. The faculty member so honored will have demonstrated exceptional ability in communicating and stimulating students' desire to learn in the classroom, on the campus, and in the community.

#### **II. Eligibility**

All tenured or tenure-track full-time instructional faculty members who have taught for at least six years at IPFW, except previous recipients, are eligible for the award. No school or departmental quotas exist regarding the number of nominations submitted.

#### **III. Nominating Procedures**

A. The faculty member may be self-nominated or may be nominated by another individual. In either case, the nomination package must include a statement of teaching philosophy and goals prepared by the nominee.

B. The nomination package must be limited to 6000 words, exclusive of the required nomination statement and statement of support from the department chair and should be submitted in the online application form provided by the Center for the Enhancement of Learning and Teaching.

C. The nomination package will be retained for re-consideration for one year after the initial nomination. Nominees may choose to update their nomination packages if they desire.

#### **IV. Structure of the Nomination Package**

##### REQUIRED ELEMENTS

A. **Nominator's or nominee's statement** (approx.100 words) An analysis of the candidate's teaching performance which provides a rationale for the nomination. (If the nominator is not the nominee, please attach to the online application form.)

B. **Statement of support from nominee's department chair** (approx.. 100 words) This statement is prepared by the department chair and attached to the online application form.

C. **Nominee's statement of teaching philosophy and goals** (500 words) This statement is prepared by the nominee.

D. **Classroom teaching history** (500 words) List the courses (number and title) and number of students enrolled in each of the courses taught during the last three years.

E. **Classroom influence upon students** (1000 words) Organized summaries and analyses of student evaluations, alumni feedback, questionnaire results, student performance on national achievement tests, pre and post measures, and similar measures of recognition by or influence upon students.

**F. Non-classroom influence upon students** (500 words) Include nontraditional instructional roles such as the direction of student research, academic advising, sponsorship of student organizations, and mentoring; and

ONE OR MORE ADDITIONAL ELEMENTS FROM THE FOLLOWING (NTE A TOTAL OF 3500 WORDS)

**G. Course and curriculum development** Such as reports of course, laboratory, and curriculum innovations; teaching-related administrative or supervisory responsibilities; and contributions to the (re)design of teaching facilities and equipment; with evaluation if available.

**H. Publications and productions related to teaching** An enumeration of publications and productions intended primarily for use by students or by teachers in fulfilling instructional roles, with reviews if available.

**I. Peer comments** Collegial assessments of teaching such as those in reappointment recommendations and annual evaluations, reports of peer reviews produced under a formal system of collegial classroom visitation, teaching awards, and evaluations of seminars or workshops led on teaching.

**J. Non-classroom influence upon the profession** Such as workshops presented, consultancies, activities that link public schools and the university, and work with professional societies (asterisk any activity that involved remuneration).

**K. Other evidence of teaching excellence** not suggested by the foregoing topics.

## **V. The Selection Committee**

**A. Composition:** The Friends of the University Outstanding Teacher Award Selection Committee chooses the award recipient. The committee consists of the Academic Vice Chancellor or designee, a representative from the Friends of the University, and recipients of the Friends Award for the last five years. Recipients are limited to one five-year term of appointment, and no more than five previous recipients serve at any given time. The committee should have an odd number of members.

**B. Ineligibility:** If any member of the selection committee nominates an individual for this award, that committee member becomes ineligible to serve that year and the next year if the nominee remains under consideration. If any member of the selection committee has formally evaluated the teaching, research, or service of a nominee, that committee member is ineligible to serve that year and the next year if the nominee remains under consideration. When members are ineligible to serve for either of the above reasons, the committee will ask a previous winner of the award to serve in place of each of the disqualified members. Deans and department chairpersons are ineligible for service on the committee unless they have been a recipient of the award.