

Departmental procedure for Teaching Excellence and Teaching Recognition  
awards

Approved June 3, 2011

- 1) Each year, on the weekday closest to June 1, the Chair shall send to the faculty an invitation to apply for these awards. This invitation shall include eligibility guidelines. Applications shall include a cover letter, student evaluation summaries for the preceding three years, and a statement of Peer Review evaluations in teaching for the same period, and should be submitted no more than two weeks after the invitation is issued.
- 2) Two weeks after the invitation is issued, the Chair shall name a committee of three members, each of whom shall have a record of quality teaching. The committee shall evaluate the applications and make nominations for the awards accordingly. These nominations should be made by the end of June.
- 3) The nominees shall then prepare more complete dossiers, in accordance with CAS guidelines; these must be completed in time for the Chair to forward them to CAS by the CAS deadline (currently August 31).

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An email from CAS describing the awards as of 2011:

**From:** Tricia Oberweis <[toberwe@siue.edu](mailto:toberwe@siue.edu)>

**Date:** April 26, 2011 10:57:12 AM CDT

**To:** [CAS@lists.siue.edu](mailto:CAS@lists.siue.edu)

**Subject:** [Cas] Nominations for Teaching Excellence Award

Hello everyone!

The CAS TEAC Committee is pleased to solicit nominees for next year's Teaching Excellence Awards and Teaching Recognition Awards. The Teaching Excellence Award is a prestigious award that includes a cash prize of \$2000 and the Teaching Recognition Awards includes a \$500 prize. Self-nominations or nominations by colleagues, Chairs and students are all welcome. The process begins at the Department level. Each department may nominate up to two willing faculty members for the Teaching Excellence Award and up to one additional willing faculty member for the Teaching Recognition Award. Department procedures for selecting the nominees to be forwarded to CAS TEAC committee must be followed, if there are more than 2 faculty members interested in pursuing a Teaching Excellence Award plus 1 interested faculty member for the Teaching Recognition Award. The nominee must compile a dossier (instructions below) to the Department and the Department Chair must

forward materials to the CAS TEAC Chair (Trish Oberweis) no later than August 31, 2011. Incomplete or late submissions will not be considered.

According to the CAS TEAC operating papers, to be an eligible nominee for the TEAC award, a person must

- 1) be a tenured or tenure track faculty member;
- 2) hold the rank of Assistant, Associate or Full Professor;
- 3) be on a full-time appointment; and
- 4) have a minimum of 3 years teaching experience at SIUE.

Winners of the Teaching Excellence Award are not eligible to receive the award for four years and are not eligible for the Teaching Recognition Award for two years after receiving a Teaching Excellence Award.

Clinical faculty, Instructors/Lecturers and Part-Time Faculty are eligible for nomination for the Teaching Recognition Award, provided they have a minimum of 3 years teaching experience at SIUE, primarily at the undergraduate level and have not received the award in the previous year.

All nominees must have received a rating of "Excellent" in their most recent annual review. Because classroom observation may be part of the review process, faculty members on sabbatical during the Fall, 2011 semester may not be eligible.

Complete dossiers will have AT LEAST the following:

- 1) All course syllabi, assignments, final exams and other appropriate information;
- 2) Two letters of support from colleagues familiar with individual's teaching methods and the relevance of course content;
- 3) Department committee evaluations, including a list of courses taught and approximate size of each during most recent three semesters that the faculty member has taught;
- 4) Student evaluations, including tabulations and verbatim comments;
- 5) The Department's student evaluation form and a summary of departmental procedures for collecting and analyzing student evaluations;
- 6) Summary of grade distributions, by class for in the courses taught by the nominee during the most recent three semesters;
- 7) The class schedules of the nominees for the next academic year.

Nominees may include additional information, as needed.