

Required Items to Include in Dossiers for Teaching Excellence/Distinction Award Nominees

The University Teaching Excellence Award Committee is comprised of 8 faculty members from 6 different schools/colleges and the Library and 3 student representatives whose majors are from different schools/colleges. Due to the varied teaching and scholarly backgrounds or interests of members of the committee, it is important for a nominee to be able to present his/her supporting materials with this in mind. Furthermore, the committee believes that it is imperative for a nominee to show evidence, especially in the last 3 semesters (or a similarly representative sample), of the multiple ways one can demonstrate continued excellence in teaching here at SIUE.

To ensure that all nominees provide comparable materials in a format that facilitates consistent review, nominees are asked to follow the following outline. Materials should be organized under these 5 headings and arranged in the order listed below. All materials should be submitted electronically as a PDF document with bookmarks noted (see page 3). Materials must be submitted in this format to be considered.

1. Philosophy of Teaching (**one page maximum**)
2. Summary of Teaching Methods & Assessment Strategies
 - A. Provide a narrative summary (3-5 pages or less) of how your teaching philosophy is implemented.
 - Describe evidence that demonstrates excellence in teaching and assessment (e.g. methods of instruction, assessment strategies used, etc.)
 - Explain the association between teaching and assessment strategies used and grade distribution in each course taught.
 - B. Appendix: You may attach representative copies of class materials (e.g., syllabi, assignments), but limit the amount of material that is included to the most relevant. Do not include more than 1 syllabus for each level of instruction.
3. Evaluations of Teaching
 - A. Student evaluations of teaching
 - Provide a narrative summary (3-5 pages or less) of quantitative and qualitative evaluations, followed by a reflection that addresses the evaluations for each course. Address both your strengths and weaknesses in your narrative.
 - If applicable, make a comparison with department and school-wide averages.
 - Provide a narrative summary of how you have acted on teaching evaluations. Include how you have used and incorporated the feedback from the teaching evaluations in your teaching. (Your reflections may address changes you have made in response to

- comments received prior to the previous 3 semesters, if appropriate.)
- B. TWO letters of support from colleagues familiar with your teaching methods.
 - C. Peer evaluations of your teaching are strongly recommended if available (maximum 2)
 - D. Appendix: Include **all** comments from last three semesters.
4. Responsibilities and Accomplishments in Teaching **in the last 3 years:**
- A. Provide a narrative summary (3-5 pages or less) of your main teaching responsibilities and teaching accomplishments. Please use this section to demonstrate your diversity and flexibility in teaching among other highlights [e.g. include information related to teaching at a variety of levels, for example IS courses, undergraduate, graduate level(s)].
 - B. Summarized list of courses taught and number of students taught in each course. (table or chart)
 - C. Explain your role in curriculum development in your department or school/college.
 - D. List and explain your accomplishments in student supervision such as senior projects, theses, independent studies, design projects, senior project and graduate committees, etc. (This may not be applicable for all departments/schools. Please note whether or not your department/school provides such opportunities.)
 - E. Summary of teaching awards or nominations, if applicable.
 - F. Appendix: Scholarly papers or presentations that are related to teaching and learning.
5. Professional Development
- A. Provide a narrative summary (3-5 pages or less) of how your professional development activities relate and are incorporated into your teaching.
 - B. List workshops, seminars or conferences you attended or presented that are directly related to the improvement of teaching at SIUE, especially those that relate to effect instructional approaches for teaching university students.
 - C. Include how your scholarship in teaching and learning has enhanced the student learning and teaching at SIUE.
 - D. Significant leadership role(s) in service-related activities that are directly related to the improvement of teaching at SIUE.

Any questions on preparing your dossiers should be addressed to the Chair of the University Teaching Excellence Award committee. The TEAC representative from your school or college is also available to answer questions.

Please include the following PDF Bookmarks in your dossier submission:

Table of Contents

CV

Support Letter from Nominator

Section 1: Philosophy of Teaching

Section 2: Summary of Teaching Methods & Assessment Strategies

A. Narrative Summary

B. Appendix

Section 3: Evaluations of Teaching

A. Narrative Summary

B. Letters of Support from Colleagues

C. Peer Evaluations

D. Appendix

a. All Student Comments (3 Semesters)

Section 4: Responsibilities and Accomplishments in Teaching

A. Narrative Summary

B. Summarized List of Courses Taught

C. Curriculum Development

D. Student Supervision

E. Awards

F. Appendix

Section 5: Professional Development

A. Narrative Summary

B. Workshops and Seminars Related to Teaching

C. Scholarly Publications Related to Teaching

D. Service Related to Teaching (if applicable)