

TO: Northeastern Illinois Community

FROM: Sharon K. Hahs, President

DATE: March 9, 2011

SUBJECT: Call for Nominations: The 2011 Audrey Reynolds Distinguished Teaching Award

It is my pleasure to invite nominations for the 2011 Audrey Reynolds Distinguished Teaching Award.

This annual award was established through a gift from Dr. Audrey Reynolds, Professor Emerita, Linguistics. The recipient of the award shall be a tenured member of the Northeastern Illinois faculty who best demonstrates distinguished teaching.

This award is intended to recognize outstanding teaching by faculty members who have a record of success and to inspire other faculty, especially young and new faculty members, to strive for excellence in teaching.

This memo outlines the criteria, process and deadlines for the award.

Amount of Award:

One award of \$5,000 may be given annually.

Who is eligible to receive the award?

- Full-time, tenured members of the Northeastern Illinois faculty who are in their sixth year or more of service at the University and who typically carry what is defined as a full instructional load (as contractually defined for faculty in the bargaining unit and as administratively defined for department chairs) are eligible for nomination. The nominee must be planning to continue his or her employment at the University at least through the 2012-2013 academic year.
- Any faculty member, administrator, student or alumnus may nominate any member of the Northeastern Illinois community who meets these eligibility criteria.
- Self-nominations are not considered.
- Previous winners are again eligible ten years after winning the award.

What are the criteria considered in choosing the recipient of the Distinguished Teaching Award?

The award is given to a faculty member for outstanding teaching. The selection committee will consider the following factors in reaching its decision and may consider additional factors as it sees fit.

Factors to be considered include:

- evidence of student learning
- a commitment to professional development activities exploring innovative teaching techniques, etc.
- recognition of the nominee's distinguished teaching by colleagues, students and alumni

How will the recipient be selected?

- Candidates for the award may be nominated by any Northeastern Illinois faculty member, administrator, student or alumni.
- The nominator must submit a letter of nomination that summarizes the nominee's accomplishments as they pertain to the above criteria and explaining why the teacher deserves this award for teaching excellence over a sustained period of time. The letter should be no more than three pages.
- A committee will be appointed annually by the President. The committee will consist of two current members of the College of Arts and Sciences faculty; one current member of the College of Business and Management faculty; one current member of the College of Education faculty; one emeritus faculty; one alumnus/a; one current student.
- The committee will screen the nominees and select three to five finalists for the award, unless no nominees meet the committee's standards. If no nominees meet the committee's standards, no award will be given in that year. Finalists' names will be made public, since in itself this is recognition of excellence.

What will finalists submit?

- a current curriculum vitae
- a statement articulating the nominee's teaching philosophy
- examples of the implementation of the teaching philosophy such as: evidence of how teaching evaluations and other feedback have been incorporated into the nominee's teaching, and evidence of student learning
- for each course taught in the last four fall/spring semesters, include: a list of courses taught, number of students in each course, grade distribution, copies of syllabi and other relevant course materials
- summary of student ratings of courses and other educational experiences that have been evaluated in the previous two years
- copies of any peer teaching observations
- copies of current and/or past department chair annual evaluations

- a summary of the nominee's initiatives, leadership and contributions in curriculum development
- a summary of work with students outside the classroom, such as independent studies, graduate committees or thesis advising
- a summary of student supervision evaluations, if applicable
- two letters of support from colleagues familiar with the nominee's teaching methods
- samples of materials from workshops and seminars attended that related to the improvement of teaching
- copies of scholarly publications and presentations produced by the nominee that are related to the improvement of teaching
- any additional evidence of effective teaching that the candidate wishes to submit

The selection committee will recommend an award recipient to the Provost, who will make a recommendation to the President. The President will appoint the distinguished professor.

Important Dates and Deadlines

Nominations are due in the Provost's office – April 2, 2011

Announcement of the finalists – May 2, 2011

Finalists' materials due in the Provost's office -- September 2, 2011

Committee submits recommendation to Provost -- October 14, 2011

President names the recipient of the Audrey Reynolds Distinguished Teaching Award – November 3, 2011

The award will be formally presented by the President at the December Commencement ceremony.

Faculty members chosen as Distinguished Teaching Professors will carry that designation for life, duly noted in faculty listings in their academic department, the academic catalog, etc.

Recipient's Presentation to the Community

The recipient has an obligation to demonstrate his/her excellence in a manner appropriate to his/her field and agreeable to the Committee. For example, the recipient might offer a demonstration class or open up a regularly scheduled class to members of the University Community.