

TEACHING AWARDS CANDIDATES:

Please complete the following spring class schedule information so that a member of the Honorary Degree and Awards Committee can make arrangements to visit your class during the weeks of March 12 – March 30, 2007.

PLEASE PRINT CLEARLY

COURSE NAME	MEETING TIME(S) AND DAYS	Building, Room Number, CAMPUS	NUMBER OF STUDENTS IN CLASS

PRINT FACULTY NAME

E-MAIL ADDRESS

CAMPUS PHONE NUMBER

HOME PHONE

CELL PHONE

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TAB A: NOMINATION

		COMPLETED
1.	Nomination Form. Self nominations will not be accepted. The nominee must sign the nomination form.	<input type="checkbox"/>
2.	A letter from the nominee's chairperson, supervisor, or teaching cohort that addresses teaching effectiveness. This letter is encouraged but not required.	<input type="checkbox"/>
3.	Class schedule form	<input type="checkbox"/>
4.	Copy of the Official Faculty Assignment sheet indicating percent of the time assigned to each of the areas of Teaching, Research, Advising and Service.	<input type="checkbox"/>

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TAB B: PERSONAL STATEMENT

		COMPLETED
1.	<p>A personal statement (limited to three pages). This statement may address but not be limited to such items as:</p> <ul style="list-style-type: none">✓ teaching philosophy✓ development of new courses✓ teaching innovations and development of teaching aids.✓ variety of courses taught.	<input data-bbox="1166 474 1203 512" type="checkbox"/>

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TAB C: STUDENT EVALUATIONS

		COMPLETED
1.	The nominee must submit the official university summary of student evaluations for the last three years. All supplemental student evaluations of the department for the last two terms must also be submitted.	<input type="checkbox"/>
2.	If comparative data within the department are available, candidates are encouraged to include them.	<input type="checkbox"/>
3.	The information submitted must be certified by the department chair as correct and complete.	<input type="checkbox"/>

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TAB D: GRADE DISTRIBUTION

		COMPLETED
1.	The official grade distribution in each course for all courses taught during the three year period of the application, including class size. In the case of teaching librarians the grade distribution requirement is waived unless grades are issued for the given training.	<input type="checkbox"/>

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TAB E: SUPPORTING INFORMATION (*OPTIONAL*)

		COMPLETED
1.	No more than three detailed letters from former students and no more than three from within the university of community who are familiar with your teaching. Other recognitions of excellence in teaching may be included.	<input type="checkbox"/>