

# 2023-24 COLLEGIATE TEACHING AWARD NOMINATION INSTRUCTIONS

## Eligibility

- All CLAS tenure-track, clinical-track faculty members, and instructional-track faculty holding a minimum 50% appointment, are eligible to be nominated.
- The nominee must have taught in CLAS for a minimum of 8 semesters at the time of nomination.
- The Collegiate Teaching Award can only be won once.
- Previous nominees who did not receive an award are eligible for re-nomination.
- Departments may submit one nomination each year. We expect to award up to six Collegiate Teaching Awards in 2023-2024.

## Nomination Submission

Please submit your **collated nomination materials** in a **single bookmarked pdf** in the **following order to Jennifer Bertrand ([jennifer-bertrand@uiowa.edu](mailto:jennifer-bertrand@uiowa.edu)) by 4:00 p.m. on Wednesday, February 7, 2024**. Additional details for each item are provided below:

1. [Cover page](#)
2. Summary of courses taught during the previous 8 semesters
3. Summary of additional teaching contributions
4. Statement of teaching philosophy
5. Table of ACE Feedback Results
6. Summary of selected comments from student evaluations
7. Letter of nomination (DEO or faculty member)
8. Letter of support (DEO or faculty member)
9. 3 letters of support from students

## Additional Details

1. [Cover Page](#)  
The nominee should sign the cover page to indicate permission to release the information contained in the application and the DEO should sign the cover page to indicate that the nomination is complete and that the DEO endorses it.

The **nominee** shall provide the following information [no more than 5 pages total]:

2. **A summary of courses taught during the previous 8 semesters** (brief course description, class size, and student level).
3. **A summary of additional teaching contributions** during the previous three academic years. Some examples (not exhaustive) include:
  - *Student mentoring activities*

- *Extra-curricular teaching activities*
  - *Development of service learning or community-based teaching experiences for students*
  - *Development of new courses or revitalization of older courses*
  - *Leadership in departmental curriculum revision*
  - *Innovation in teaching activities*
  - *Presentation of teaching activities at workshops and conferences*
4. **Statement of teaching philosophy.** There are many ways to frame a teaching philosophy and resources available for support in writing one, such as at the Center for Teaching (i.e., <https://teach.its.uiowa.edu/teaching-philosophies>). A best practice is to provide some specific examples. Some ideas for what to include in a teaching philosophy (not exhaustive) include:
- *Why do you think your teaching is effective?*
  - *How would you describe your process in engaging students?*
  - *How is your teaching inclusive and support the diverse backgrounds of all students?*

**The nomination packet should also include the following information:**

5. **Teaching Evaluation Materials [no more than 4 pages in total]**
- **Table of ACE Feedback Results** for the past 8 semesters (see attached template)
  - **Summary of selected comments from student evaluations** (by course number/title, including average enrollment per course). One strategy is select representative comments around particular themes that emerge (especially in the case of large enrollment courses).
  - *Note that the DEO must sign on the cover sheet that they have reviewed the Teaching Evaluation Materials of the nominee and attest to the submitted materials being an accurate reflection of the teaching record of the nominee.*
6. **Letters of Support [no more than 6 pages in total]**
- **1 letter of nomination** from DEO or faculty member (page limit: 2 pages)
  - **1 letter of support** from DEO or faculty member (page limit: 1 page)
  - **3 letters of support from students** (page limit: 1 page/letter)
  - *All letters should be dated and have signatures attached (either electronic or scanned).*
7. **The nomination letter (2 pages):**
- The letter of nomination should include a description of the nominee's activities and accomplishments which demonstrate unusually significant and meritorious achievement in teaching during the previous three academic years.
  - In addition, the nomination letter should address the following three prompts:
    - *How do this nominee's teaching practices enhance student learning?*
    - *How does this nominee's other contact with students (e.g., mentoring, advising, sponsoring of creative and/or scholarly achievements) contribute to students' development?*
    - *How has this nominee's teaching efforts contributed to the delivery of the departmental or program curriculum?*

**8. The letter of support (1 page):**

- The letter of support typically should be more focused than the nomination letter and address one of the following prompts:
  - *How do this nominee's teaching practices enhance student learning?*
  - *How does this nominee's other contact with students (e.g., mentoring, advising, sponsoring of creative and/or scholarly achievements) contribute to students' development?*
  - *How has this nominee's teaching efforts contributed to the delivery of the departmental or program curriculum?*

**9. The three letters of support from students (1 page/student):**

- The letters of support from students can be from current or previous students.
- It is helpful for students to first introduce themselves (undergraduate student, major or graduate student and area of study, or graduate of the institution and what they are doing now) and how they know the nominee.
- Letters of support from students should answer the following prompt: *How do this nominee's teaching practices enhance student learning?*
- The most compelling letters of support from students convey specific actions that the nominee has taken to enhance education, inspire learning, and encourage ongoing exploration of learning and applications of learning within a discipline. Nearly all student letters speak to the enthusiasm and commitment of nominees in general ways, but letters that stand out tend to be specific.