CANR EXCELLENCE IN TEACHING AWARD CHECKLIST

ONE COPY of the materials listed below.
NO NOTEBOOKS or STAPLES. Please arrange materials in the following order:

I. **TEACHING PHILOSOPHY STATEMENT**. Candidate should provide this. **No more than 3 single spaced pages.**
   a. Candidate’s teaching philosophy.
   b. Description of philosophical implementation.
   c. Assessment of impact - How do you determine its effectiveness?

II. **EVIDENCE OF TEACHING EXCELLENCE** addressing the following criteria (please use the headings to distinguish each component). **No more than five pages.**
   a. Undergraduate and Graduate Credit Instruction:
      i. Record of instructional activities. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses.
   b. Non-Credit Instruction:
      i. List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars, and workshops.
   c. Academic Advising:
      i. Individual’s activity in the area of academic advising. The statement may include commentary on supplementary materials such as recruitment activities, international student advising, evidence of peer recognition, and evidence of student recognition.
      ii. Candidate’s undergraduate advisees (if applicable).
      iii. Candidate’s graduate/graduate-professional advisees (identify as principal advisor or committee membership status) if applicable.
   d. List of Instructional Works:
      i. List publications, presentations, papers, grants received and other works that are primarily in support of or emanating from instructional activity.
   e. Other Evidence of Instructional Activity:
      i. Cite other evidence of instructional productivity such as works/grants in progress or under review. Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction. Include evidence of instructional awards and peer recognition.

III. **STUDENT INSTRUCTIONAL RATING SYSTEM EVALUATION OF TEACHING**
   a. Fill in the Table provided (page 3).
   b. Provide ONE COMPLETE set of SIRS from one class (if more than one section, one section only), including open-ended questions. Unit-specific student evaluations other than SIRS are acceptable.

IV. **LETTERS OF SUPPORT.** (No more than three). **(APPLYING SPECIFICALLY TO THE AWARD).** One letter MUST come from the nominator. Another letter MUST be secured from a student (graduate or undergraduate). It is imperative that each letter of support is signed by the writer or an individual who represents a collection of authors. Letters with no signatures will not be included in review packets.
<table>
<thead>
<tr>
<th>Course (Credits)</th>
<th>Semester, Year</th>
<th>Enrollment Type of Course[^1]</th>
<th>Course Structure[^2]</th>
<th>Provide KEY: e.g., 1=Superior, 5=Inferior</th>
<th>SIRS Composite Profile Factors (Mean)[^3]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Instructor Involvement</td>
<td>Student Interest</td>
</tr>
</tbody>
</table>

[^1]: For example, integrative studies, majors (undergraduate or general), freshman, sophomore, upperclass, required or not required.

[^2]: For example, discussion, large lecture, small lecture, lecture/lab, or teaching assistant involvement.

[^3]: Found on SIRS Summary Printouts obtained from Scoring Office.
EXCELLENCE IN TEACHING AWARD

(Please complete and include this DATA FORM as a cover sheet for the candidate’s nomination materials with submitted materials due March 14, 2012.)

Nominee: ________________________________________________

IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON THE AWARD

Office Address ________________________________________________

Home Address ________________________________________________  ________________________________________________  ________________________________________________

Phone ___________________________  Phone ___________________________

Email ________________________________________________

Academic Rank ________________________________________________

Title, if applicable ________________________________________________

Department(s) ________________________________________________

List the semesters and classes that taught during the 2011-12 academic year

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date of MSU Appointment _____________________________________________

CHECK ONE:   ESTABLISHED TEACHER ______  NEW TEACHER _____________

Nominator: ________________________________________________

Academic Rank/Title ________________________________________________

Department(s) ________________________________________________

Address ________________________________________________

Phone_________________________________________  E-mail ___________________________

Are you a student?   Yes ______  No______