

CANR EXCELLENCE IN TEACHING AWARD CHECKLIST

ONE PDF COPY of the materials listed below.
Please arrange materials in the following order:

- I. DATA FORM (See below)**
- II. TEACHING PHILOSOPHY STATEMENT.** Candidate should provide this. **No more than three (3) single-spaced pages.**
- Candidate's teaching philosophy.
 - Description of philosophical implementation.
 - Assessment of impact – How do you determine its effectiveness?

- III. EVIDENCE OF TEACHING EXCELLENCE** addressing the following criteria. **NOTE: Please use the headings to distinguish each component.**

No more than five (5) pages should include:

- Undergraduate Credit Instruction:
 - Record of instructional activities. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses.
- Non-Credit Instruction:
 - List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars and workshops.
- List of Instructional Works:
 - Using the following headings, list **Publications (*= peer-reviewed), Presentations, Grants Received and Other Works** that are primarily in support of or emanating from instructional activity. For publication, please clarify the role of undergraduate authorship on products. **NOTE:** Disciplinary papers and presentations with undergraduates as a research mentor are not instructional works in support of teaching as the primary form of scholarship.
- Other Evidence of Instructional Activity:
 - 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. **NOTE:** Academic advising varies from department to department. Please clarify if advising is "research advising" or "academic advising" for programs and course selection.

- IV. STUDENT INSTRUCTIONAL RATING SYSTEM EVALUATION OF TEACHING – if another rating system (e.g., SALG) has been used, please contact Dr. Kelly Millenbah for how to modify the form.**
- Fill in the Table provided (page 3).
 - Provide ONE COMPLETE set of SIRS forms from one class (if more than one section taught, only submit for one section), including responses to open-ended questions. Unit-specific student evaluations other than SIRS are acceptable. **NOTE:** In the case of a co-taught class, the contribution of the SIRS should represent the contribution of the applicant.

- V. LETTERS OF SUPPORT. No more than three (3).** (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 should not be included in review packets.

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
EXCELLENCE IN TEACHING AWARD**

I. DATA FORM

NOMINEE:

Nominee:

IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON THE AWARD

Address (Office) _____ **(Home)** _____

Phone: ()

Phone: ()

E-mail:

Academic Rank:

Title (if applicable):

Responsibilities (% teaching, % research, % outreach/Extension, etc., as defined in your appointment):

Department/School(s)⁴:

Date of MSU Appointment: / /

CHECK ONE: ESTABLISHED TEACHER: **NEW TEACHER:**

NOMINATOR:

Nominator:

Academic Rank/Title:

Department/School(s)

Address:

Phone: () **E-mail:**

Are you a student? Yes No

⁴Please list joint appointments, listing primary appointment first.

Course (Credits)	Semester, Year	Enrollment	Type of Course ¹	Course Structure ²	Provide KEY: e.g., 1=Superior 5=Inferior	SIRS Composite Profile Factors (Mean) ³				
						Instructor Involvement	Student Interest	Student- Instructor Interaction	Course Demands	Course Organization

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.