

## 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.**

- a. Candidate's teaching philosophy.
- b. Description of philosophical implementation.
- c. 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:

- a. Undergraduate 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. List of Instructional Works:
  - i. 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.
- d. 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. **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.

- a. Fill in the Table provided (page 3).
- b. 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).

In every instance, the nomination must be accompanied by a letter or recommendation from the faculty member who has or had supervisory responsibility for the graduate student teaching and must be co-signed by the Chair of the candidate's home department. Another letter must be secured from a student that the candidate has taught. Support letters may be authored by multiple people and/or contain quotes from individuals not signing the letter. It is imperative that each letter of support be signed by the author or an individual who represents a collection of authors. Unsigned letters 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)<sup>4</sup>:**

**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

<sup>4</sup>Please list joint appointments, listing primary appointment first.

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

<sup>1</sup> For example, integrative studies, majors (undergraduate or general), freshman, sophomore, upperclass, required or not required.

<sup>2</sup> For example, discussion, large lecture, small lecture, lecture/lab, or teaching assistant involvement.

<sup>3</sup> Found on SIRS Summary Printouts obtained from Scoring Office.