**If you have been nominated for an award, you will need to provide the materials listed below. You will be sent instructions as to how to electronically submit your materials.** For help, contact ANR.TeachingAwards@msu.edu.

## DATA FORM (dataform.doc)

1. **TEACHING PHILOSOPHY STATEMENT**. **No more than three (3) single-spaced pages**.
   1. Your teaching philosophy.
   2. Description of philosophical implementation.
   3. Assessment of impact – How do you determine its effectiveness?
2. **EVIDENCE OF TEACHING EXCELLENCE. No more than five (5) pages.   
   \*\*Use the headings to distinguish each component.**
   1. **Non-Credit Instruction:**
      1. List instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars and workshops.
   2. **List of Instructional Works that are primarily in support of or emanating from instructional activity.**
      1. Clarify the role of undergraduate authorship on products.
      2. Disciplinary papers and presentations with undergraduates as a research mentor are not instructional works in support of teaching as the primary form of scholarship.
      3. Using the following headings:
         1. **Publications (\*= peer-reviewed)**
         2. **Presentations**
         3. **Grants Received**
         4. **Other Works**
   3. **Other Evidence of Instructional Activity:**
      1. Cite other evidence of instructional productivity such as works/grants in progress or under review.
      2. Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction. Include evidence of instructional awards and peer recognition.
      3. **NOTE:** Academic advising varies by department. Please clarify if advising is “research advising” or “academic advising” for programs and course selection.

## LETTERS OF SUPPORT. (APPLYING SPECIFICALLY TO THE AWARD)

* 1. Three (3) letters of reference required. Consider getting varied perspectives regarding the impact that you make in the classroom (e.g., your nominator, students, classroom/peer observers or others who can speak to the efficacy of your teaching and the impact that it has.
  2. You will provide names and email addresses for your letter writers in the submission survey.
     1. We will send emails to your writers based on the information you provide.
     2. YOU are responsible for assuring letters are sent to us by the deadline.
  3. Support letters may be authored by multiple people or contain quotes from individuals not signing the letter.