

## **Required Items to Include in Dossiers for Teaching Excellence & Teaching Distinction Award Nominees**

The University Teaching Excellence Award Committee is comprised of 9 faculty members representing:

- College of Arts and Sciences
- School of Business
- School of Dental Medicine
- School of Education, Health, and Human Behavior
- School of Engineering
- Library
- School of Nursing
- School of Pharmacy

In addition, three student members chosen from the Meridian Scholars Program (2) and the Student Senate (1) represent three different schools/colleges and majors.

Faculty nominated by their College/School for the Teaching Excellence Award submit to the Committee a dossier documenting their efforts primarily in the past three semesters, with some evidence relevant to the past three years. It is important for nominees to present their dossiers as concisely as possible, in a manner broadly accessible to the Committee's diverse teaching and scholarly backgrounds.

The Committee is looking for innovation, influence, and impact as it relates to pedagogy and learning. While the Committee respects the accomplishments of active Teacher-Scholars, the *Teaching Excellence Award* is focused on accomplishments in teaching; in contrast, the *Paul Simon Award* balances teaching with scholarship. Therefore, the Committee will consider scholarly accomplishments primarily in the context of how these inform and improve the nominee's teaching and students' learning.

To ensure that all nominees provide comparable materials in a format that facilitates consistent review, dossiers must adhere to the following outline and be submitted electronically as a PDF document with bookmarks included.

The committee reserves the right to disqualify any dossier that exceeds the indicated page limits.

## Curriculum Vita

(limit to 7 years or all years served at SIUE, whichever is less)

### 1. Philosophy of Teaching (1 page)

### 2. Teaching Methods & Assessment Strategies

- A. Provide a narrative summary (**appx. 1500 words**) of how you implement your teaching philosophy, including pedagogy and assessment strategies. Explain how you determine the effectiveness of your methods.
- B. Appendix 1: Provide at least **1 representative syllabus but not more than 3**. Syllabi should be limited to one per level of instruction (100, 300, 500, etc.), for courses taught in the past 3 semesters.
- C. Appendix 2 (**up to 20 pages total**): Provide a representative portfolio of materials, including assignments, projects, quizzes, and exams.

### 3. Evaluations of Teaching

- A. Student evaluations of teaching (**past 3 semesters only, 1 page per course**)
  - Provide a 1-page combination of quantitative and qualitative summary for **each course taught in the past 3 semesters**. This should be in the format of a half-page diagram or graph and a half-page narrative summary of how you responded to student feedback and incorporated it into your teaching. If you taught the same course more than once, combine all the data for that course into a single page.
  - If your School or Department uses standard criteria for describing levels of teaching competency (e.g. Meritorious for an Associate Professor = 4.2+), or norm reference data, include this information.
  - At the end of this section, include a narrative summary (**1-2 pages total**) to demonstrate your diversity and flexibility, such as teaching a variety of levels or types of courses, IS courses, etc.
- B. Two letters of support from colleagues familiar with your teaching.
- C. One peer evaluation of your teaching is required, written in the past 3 years.

#### 4. Responsibilities and Accomplishments in Teaching

- A. Explain your role in curriculum development in your School/College or Department in the past 3 years. **(1-2 pages if applicable)**
- B. Explain your accomplishments in student supervision in the past 3 years [i.e. senior assignments, theses, independent studies, design projects, graduate committees, etc.]. This may not be applicable for all Departments/Schools. **(1-2 pages if applicable)**
- C. List and briefly explain teaching awards or nominations in the past 3 years. **(1 page if applicable)**

#### 5. Professional Development

- A. Provide a narrative summary of how your professional development activities in the past 3 years [i.e. consulting literature, soliciting peer evaluations to address a particular issue, attending or presenting workshops, seminars, and/or conferences] relate to and are incorporated into your teaching. **(up to 2 pages if applicable)**
- B. Explain how your scholarship in the past 3 years [i.e. scholarship of teaching, disseminating scholarship, grants, etc.] is directly related to the improvement of teaching and learning at SIUE. **(up to 2 pages if applicable)**
- C. Explain how any significant leadership role(s) and/or service-related activities in the past 3 years are directly related to the improvement of teaching and learning at SIUE. **(up to 2 pages if applicable)**

Note: A typical dossier will be about 55-65 pages.

Any questions on preparing your dossiers should be addressed to the Chair of the University Teaching Excellence Award committee or the TEAC representative from your School/College.

**Please include the following PDF Bookmarks in your dossier submission:**

Table of Contents

CV

1. Philosophy of Teaching
2. Teaching Methods & Assessment Strategies
  - A. Summary
  - B. Appendix 1: Syllabi
  - C. Appendix 2: Portfolio
3. Evaluations of Teaching
  - A. Student evaluations of teaching
  - B. Letters of support
  - C. Peer evaluation
4. Responsibilities and Accomplishments in Teaching
  - A. Curriculum development
  - B. Student supervision
  - C. Awards and nominations
5. Professional Development
  - A. Professional development activities
  - B. Scholarship
  - C. Service