

Elmhurst College

President's Award for Excellence in Teaching

Nomination Form for 2000-2001 Academic Year

Nomination

1. Nominated Faculty Member _____

2. Nominating Organization/Students

Be sure to list organization and names of **at least five** students from that organization involved in the nomination **or** names of **at least five** independent students submitting this nomination.

Additional names may be listed on the back of this form.

3. Attach a **written statement**, between one and two pages in length, indicating your reasons for nominating this faculty member. The list of questions included with this form can be used to for guidance in preparing this statement.

Interview

An interview with members of the [EC](#) Faculty Development Committee is a very important opportunity for your group to speak on behalf of your faculty nominee for the Excellence in Teaching Award. Your group should review the list of questions provided with this form and be ready to respond to questions of this kind. A pattern of enthusiastic responses which include specific, concrete examples is particularly helpful and effective.

The interviews will be scheduled by the Faculty Development Committee. Your student liaison (as indicated on the next page) will be contacted by Anamarie Jani in the Office of Adult Programs and given the time and location of the interview. **Three or four students** from the nominating group must be present for the interview. **Failure to attend the scheduled interview or failure to have three or four students will result in the faculty nomination being disqualified.**

Interview (continued)

The following student liaison will be responsible for organizing your group members for the interview (*please print clearly*):

Name _____ Campus Ext. _____

email address: _____

Work Phone # _____ Home Phone # _____

List **at least three** dates [*March 5 – March 31, 2001 (excluding Spring Recess, March 19 – 25)*] and times [*8:00 a.m. – 7:00 p.m. on Monday – Friday or 9:00 a.m. – 2:00 p.m. on Saturday*] when members of your group will be available for the Excellence in Teaching interview. The interview will last approximately one-half hour.

Day of Week and Date	Time
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

When completed, please submit this nomination form to the Office of Adult Programs (Memorial Hall 004 until Feb. 19, 2001, then the 3rd floor of 110 Cottage Hill Avenue* after that date) **as soon as possible**, but no later than **Friday, March 9, 2001**. The student liaison (as named above) will be contacted to schedule the Excellence in Teaching interview. This person is responsible for notifying the other group members who will participate.

The names of all nominees will be announced at the EC Spring Honors Convocation, and the awards will be presented by President Cureton at that time. Until then, the names of all nominees will be kept confidential.

We suggest that you keep a copy of the information provided here for your future reference.

***Note:** 110 Cottage Hill Avenue is the office building located just south of [behind] the Elmhurst branch of the U.S. Post Office.

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Questions for Nominating Statement and Interview

These questions are offered as **examples** of potentially relevant issues for you to address in making the case for your nominee. Of course, some may not be relevant to your nomination, and some may suggest other appropriate questions to you. **A pattern of enthusiastic responses which include specific, concrete examples is particularly helpful and effective.**

- I. Introductions of Students and Explanation of Relationship with Nominee
 - a. Through what process was the professor nominated?
 - b. How many courses have you each taken with this instructor?
 - c. Why have you taken the courses?
 - d. How do you know the professor other than as an instructor (*e.g.*, as advisor, student group advisor, fellow church member, friend, ...)

- II. What happens in the classroom
 - a. In what ways does the professor motivate students?
 - b. In what ways are courses taught by this instructor challenging?
 - c. How does the professor perceive when students are having difficulty?
 - d. How has the professor helped you when you were struggling with a concept?
 - e. How are you able to contact the professor outside of class?
 - f. In what ways does the professor demonstrate sensitivity to a broad range of students?
 - g. If we talked to a student who did **not** nominate the professor for this award, what additional comments might that student make?

- III. Course materials
 - a. What types of course materials does the instructor use and in what way? (*e.g.*, textbook, outside speakers, audio-visual aids, fields trips, computers, in-class activities, oral presentations, ...)
 - b. How does the professor tie the different materials together?

- IV. Evaluation of learning
 - a. What types of assignments are graded?
 - b. What advance preparation is given for the assignments? (*e.g.*, review sheets, comments on rough drafts, ...)
 - c. In what ways do the exams directly test the material presented in the textbook?
 - d. In what ways do the exams test material not covered in the textbook but presented in some other form in the class?
 - e. In what ways do the exams test materials not covered in class at all?
 - f. How does the instructor cause course grades to fairly represent student achievement?

- V. Course impact
 - a. What aspect of the course do you think the instructor values most?
 - b. Three years from now what do you think you will remember from/about this course?

- VI. Ways the professor promotes the subject area
 - a. What is your professor's area of expertise with in the discipline?
In what professional organizations or activities is the professor involved, and how does s/he involve students?
 - c. In what ways does the professor promote jobs and/or graduate study in the discipline?
 - d. In what ways does the professor effectively advise students?
 - e. In the course you are now taking, what content is s/he most enthusiastic about? How do you know?