

To: Student Organizations and Students at Large
From: Faculty Development Committee (FDC)
Date: February 9, 2001
Re: **President's Award for Excellence in Teaching**

The **Elmhurst College Faculty Development Committee** invites groups of students to nominate a faculty member for the **President's Award for Excellence in Teaching**.

Nominations will be accepted from:

1. Any group of five or more students
- OR-**
2. Any student organization or honor society (five or more students)

Any faculty member, full-time or adjunct, teaching a day, evening or Saturday class is eligible for nomination.

Nomination Procedure

1. Obtain nomination forms and interview questions from the FDC web page at <http://www.elmhurst.edu:8000/~earls/fdc>, from a student worker at the Frick Center information desk, or from Anamarie or Judy in the Office of Adult Programs (Lower Level Memorial Hall – MH004 until February 19th. The new “off campus” location will be 110 Cottage Hill, 3rd floor. This is the office building located just south of [behind] the Elmhurst Post Office.)
2. Submit a completed form to the Office of Adult Programs **as soon as possible**, but no later than **Friday, March 9, 2001**. The nomination form must be completed in full and on time for the nomination to proceed.
3. Following the form submission, members of your group will be interviewed by the Faculty Development Committee. The names of all nominated faculty will be announced at the Spring Honors Convocation. Until that time, the names should be kept confidential.

The interview process with the FDC is an important factor in presenting your case for the faculty member. The purpose of the interview is to secure more detailed information in support of your nominee. Your group should review the questions on the sheet entitled ***Interview Questions*** 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.

Selection Procedure

When all interviews are completed, the Faculty Development Committee will make the final selection of two faculty to receive this year's awards. **The names of all nominees will be announced at the Spring Honors Convocation, and the awards will be presented by President Cureton at that time.**