

To: Student Organizations and Students at Large  
From: Faculty Development Committee (FDC)  
Date: December 3, 2003  
Re: **President's Award for Excellence in Teaching**

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

Nominations will be accepted from any group of five or more students, either representing a student organization or honor society or choosing to nominate independently.

Any faculty member, full-time or part-time, is eligible for nomination.

## **Nomination Procedures**

1. Obtain a nominating packet from the Information Desk in the Frick Center or the Office of Academic Affairs in Goebel Hall 104. You can also get copies of the needed forms from the FDC web page at <http://www.elmhurst.edu/~earls/fdc>.
  - This packet includes:
    - Intent to Nominate Form,
    - Interview and Nomination Form,
    - Interview questions.
2. Submit a completed *Intent to Nominate* form to the Office of Academic Affairs as soon as possible, but **no later than Friday, February 13, 2004**. You must include on the form the name of the nominated faculty member and the names of at least five students who are nominating the faculty member.
3. Submit completed *Interview and Nomination* form as soon as possible, but **no later than Friday, February 20, 2004**, to Office of Academic Affairs. You must write a one to two page statement summarizing your reasons for nominating the faculty member. The interview questions included in your packet can guide you in writing your statement. Also, on this form you must supply the name of the student liaison and several days and times that members of your group can be interviewed. The purpose of the interview is to secure more detailed information in support of the nominee. Each group should review the interview questions and be ready to respond to questions of this kind. A pattern of enthusiastic responses that include specific, concrete examples is particularly helpful and effective.

## **Selection Procedure**

After all interviews are completed, the FDC will make the final selection of the two faculty members who will receive this year's awards. At the Spring Honors Convocation, the names of all nominees will be announced, and President Cureton will present the two awards.