

To: Student Organizations and Students at Large  
From: Faculty Development Committee (FDC)  
Date: January 19, 2011  
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 three or more students, either representing a student organization or honor society or choosing to nominate independently.

**Any faculty member** – full-time or part-time, teaching undergraduate or graduate courses in any program during any term – **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.

This packet includes:

- *Intent to Nominate Form* and
- *Interview and Nomination Form*, including guidelines for the written statement and interview

2. Submit a completed *Intent to Nominate Form* to the Office of Academic Affairs as soon as possible, but **no later than Wednesday, February 16, 2011**. You must include on the form the **name of the nominated faculty** member and the **names of at least three students**, none of whom has nominated another faculty for the 2010-2011 award, who are nominating the faculty member.
3. Submit completed *Interview and Nomination Form* as soon as possible, but **no later than Wednesday, February 23, 2011**, to Office of Academic Affairs. You must include a one- to two-page written statement summarizing your reasons for nominating the faculty member. Use the guidelines included in the nominating packet when writing your statement. On this form you must also supply the name of the student liaison along with a list of 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 be prepared to answer questions about the nominated faculty member's impact on students and methods of teaching. **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 Founders' Faculty Dinner on May 13, 2011, the names of all nominees will be announced, and President Ray will present the awards to the two recipients. **Until then, the names of all nominees will be kept confidential.**

**Return to Office of Academic Affairs, 104 Goebel Hall, no later than Wednesday, February 16, 2011.**

Intent to Nominate Form—President’s Award for Excellence in Teaching, 2010-2011

1. **Nominated Faculty Member:** \_\_\_\_\_
2. **Nominating Students:** At least three students (with no maximum limit), none of whom has nominated any other faculty member for the 2010-2011 academic year, must be listed in order for the nomination to be valid. However, for the interviewing process **at least three** must attend, but **no more than six** nominating students may attend.

Name	Phone	email

3. **Nominating Organization** name, if appropriate:  
\_\_\_\_\_

**Return to Office of Academic Affairs, 104 Goebel Hall, no later than Wednesday, February 16, 2011.**

## Interview and Nomination Form -- President's Award for Excellence in Teaching

Please print clearly

Nominated faculty member: \_\_\_\_\_

Student liaison (responsible for organizing group for interview) information:

Name: \_\_\_\_\_ Campus extension: \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Attach a **one- to two-page written statement** to this form, indicating your reasons for nominating this faculty member.

In addition to your written statement, at least three and no more than six nominators from your group will have a thirty-minute interview with members from the Faculty Development Committee (FDC). This interview will be videotaped so all FDC members will have the opportunity to view it. The tape will be viewed only by FDC members and will be erased after the selections are made.

List at least **four dates** between February 28 and March 14 and times (from 8 a.m. to 7 p.m. on Monday-Friday or from 9 a.m. to 2 p.m. on Saturday) when **at least three** members of your group will be available for a thirty-minute ***Excellence in Teaching Interview***.

Day of the Week	Date	Time Range

The designated student liaison will work to schedule the interview and then notify the other participating members.

### Guidelines for Statement and Interview Preparation

For instance, the Faculty Development Committee needs to know:

- How the nominating students know the nominated faculty member.
- Description of a typical day in class with the nominated faculty member.
- Information on the types of course materials and evaluations used by the nominated faculty member.
- Impact -- both short-term and long-term -- you think the faculty member has and will continue to have on you.

The names of all nominees will be announced at the Founders' Faculty Dinner on May 13, 2011, where President Ray will present the awards to the two recipients. **Until then, the names of all nominees will be kept confidential.**

Return this completed form and written statement to Office of Academic Affairs, 104 Goebel, **no later than Wednesday, February 23, 2011.**

Elmhurst College  
**President's Award for Excellence in Teaching**  
**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. Does the professor perceive when students are having difficulty? Give an example.
  - 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 ensure that course grades 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 within the discipline?
  - b. 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?