

To: Student Organizations and Students at Large
From: Faculty Development Committee (FDC)
Date: November 24, 2008
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 18, 2009**. 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 2008-2009 award, who are nominating the faculty member.
3. Submit completed *Interview and Nomination Form* as soon as possible, but **no later than Friday, February 27, 2009**, 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 Spring Honors Convocation in May, 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.**