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**Excellence in Undergraduate Instruction Award (EUIA)**

**Cover Page, Signatures and Checklist**

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**Nominee:**

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**Department:**

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**College:**

By virtue of my signature, I attest that this nominee meets the eligibility criteria. I further attest that this nomination is made on the basis of the nominee’s superiority in teaching and the nominating process was devoid of discrimination.

**Student Representative, Departmental Student Advisory Committee**

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Print Name Signature

**Student Representative, College Student Advisory Committee**

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Print Name Signature

**Please Be Sure That All Requested Information Has Been Provided. Incomplete Applications Will Not Be Considered.**

[ ] Cover page with signatures

[ ] Procedures followed at the department and college levels (Boxes 1-2)

[ ] Responses to 5 prompts regarding the nominee’s accomplishments (Boxes 3-8)

[ ] Letters of recommendation (signed – see instructions; up to 7)

[ ] Curriculum vitae (abbreviated to reflect contributions from the last five (5) years)

[ ] Entire nomination assembled into a single PDF document

[ ] Complete nomination emailed to CIUAE at provost@niu.edu.

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**Excellence in Undergraduate Instruction Award (EUIA)**

**Nomination/Selection Procedures and Nomination Form**

**I. BACKGROUND INFORMATION**

**The Award**

This award has several purposes, the foremost being to honor excellent undergraduate teaching in the university, specifically among non-tenure track educators not recognized by the NIU Excellence in Undergraduate Teaching Award; to encourage improvement of instruction; and to promote discussion among members of the university community on the subject of teaching. Undergraduate students are expected to play a significant role in nominating instructors for this award.

**Criteria**

Recipients of the EUIA will be among the most outstanding instructors on campus. This achievement and stature should be attested to by individuals with direct knowledge of a nominee’s teaching excellence, including current and former students, alumni who have been taught by the nominee, and others such as faculty who have observed the nominee's classroom teaching or other contributions to undergraduate education. Evidence should be provided by students, instructors or faculty (including those in departments other than the nominee's), administrators, and others who can comment substantively on the nominee's achievements.

The nomination form consists of responses to six specific prompts (Section III), plus letters of recommendation (Section IV). Consult these sections for details.

**Eligibility for Nomination**

1. The nominee is an NIU employee with regular teaching responsibilities who is **not** a tenured or tenure-track faculty member.
2. The nominee has completed a minimum of five full academic years at NIU.
3. Over the last three years, the nominee should have taught a minimum of six (6) evaluated course sections at the **undergraduate** level.
4. The nominee has not previously received the award for Excellence in Undergraduate Instruction.
5. The nominee is currently *not* a member of the Committee for the Improvement of the Undergraduate Academic Experience.
6. In the nomination process, there has not been any known discrimination based on race, sex, age, or other distinction not directly related to determining superiority in teaching.

**Timetable**

This timetable is for the convenience of those submitting nominations. Each department or college may adjust it as it sees fit. However, the date by which college nominations must be submitted to CIUAE is firm.

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| **October 15, 2019** | **CIUAE notifies Deans and Department chairs that the competition is open**Department Chairs notify faculty and Student Advisory Committees |
| **December 15, 2019** | Suggested deadline for Departments to receive nominations |
| **January 1, 2020** | Suggested deadline by which each Department relays applications to College |
| **February 1, 2020** | **Firm deadline by which each College must submit nomination packets to CIUAE** |
| **March 15, 2020** | Applicants and Chairs notified of results |
| **April 23, 2020** | Awards presented at Faculty Awards Ceremony |

Any questions or comments regarding these nomination and selection procedures should be directed to Daryl Dugas, Chair, Committee for the Improvement of the Undergraduate Academic Environment, at ddugas@niu.edu.

**II. NOMINATION PROCEDURES**

**Department Level Procedures**

1. Each department may forward one nomination for the EUIA. The completed nomination form should be sent to the department’s respective college for further consideration. Completion dates for each step are listed under TIMETABLE. Department’s nominee should be selected either by the departmental student advisory committee or by procedures established jointly by the department and its student advisory committee. Students should take a major part in this process. Normally, at least one-half of any selection committee should be composed of undergraduate students broadly representative of departmental programs. Faculty members may assist in assembling information for the nomination, but should play a minimal role in the selection of a nominee.
2. Since nominations are commonly initiated by student committees of majors within a department, departments should take specific steps to ensure that individuals regularly engaged in teaching introductory general education courses be fully considered. This provision is especially important in the nomination process for the Excellence in Undergraduate Instruction Award.
3. In addition, departmental instructors, faculty, and/or administrators can assist the students in a variety of ways: in compiling a list of instructors eligible for the award, through mentoring of the advisory committee, by serving with them on a selection committee, and/or by helping to assemble and organize the materials to complete the nomination form. The department should also keep on file letters of nomination and recommendation, which may be solicited through departmental newsletters as well as the NIU alumni newsletter.
4. If a department lacks a student advisory committee, or if its student advisory committee does not function, the department chair and/or individual faculty should encourage a faculty committee to submit a departmental nominee. Student input should still be sought even in this form of departmental nomination. If this is the form of nomination used by a department, the statement under II.2 in the nomination form should stipulate this clearly and explain how student input was sought (Box 1, below).
5. Participation in the selection process by a nominee for the award is prohibited. For example, a mentor to the student advisory committee should excuse himself or herself from consideration. Likewise, department members serving on the selection committee for the EUIA should not be considered for a nomination. Once a nominee has been selected, the committee may interview her or him in order to gather information, but the nominee must not participate directly in the nomination process. For instance, the nominee should not solicit letters of nomination or recommendation, nor should he or she help in completing the nomination form or review it at any stage of the process.

Briefly state how the nomination procedures at the department level followed the aforementioned procedures. Unless utilizing II.4. above, faculty members should not participate in the nomination process.

**Department-level Procedures (Box 1)**

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**College Level Procedures**

1. Each college may submit to CIUAE a number of nominees based on its percentage of the total university faculty. For the 2019-20 academic year, the College of Business and the College of Engineering and Engineering Technology may submit one (1) nomination, the College of Education, the College of Health and Human Sciences and the College of Visual & Performing Arts may submit two (2) nominations and the College of Liberal Arts and Sciences may submit four (4) nominations.
2. The selection of the college nominee or nominees should be made by its student advisory committee, or a similar body. As at the departmental level, it is expected that not less than half of the college nominating committee should consist of undergraduate students.
3. While letters of nomination and recommendation are to be retained in the appropriate departmental office (and forwarded to that office when received by others), the colleges and the Alumni Association, as well as the departments, are encouraged to solicit such letters from alumni and other individuals with a knowledge of potential nominees.
4. The college must submit the nomination form to CIUAE via e-mail to provost@niu.edu no later than the date given above under TIMETABLE.

Briefly outline the process by which the college body responsible for selecting college nominees made its decision. What was the composition of this body? State briefly the nature of student, faculty, and administration participation.

**College-level Procedures, to be completed by the college advisory committee (Box 2)**

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**III.** **CAREER PROFILE: Evidence of Outstanding Contributions to Undergraduate Instruction at NIU**

**Steps**

The departmental nominating committee should complete all of its sections, namely, the nomination form, the signature line and the name of student representative. The latter two items will appear on the cover page of the nomination. The form should be sent to the appropriate college advisory committee, which will complete its portions of the form and provide signatures on the cover page. Each completed nomination packet should be forwarded to CIUAE via e-mail to provost@niu.edu.

**General Instructions**

Use this form to complete the nomination of an NIU instructor for the Excellence in Undergraduate Instruction Award. The document received by CIUAE must be in Times New Roman 12-point font. The document received must include all requested information. At the discretion of CIUAE, nominations forwarded without the requested information or in an alternative format may be returned for rewriting or disqualified from consideration. Part III (response to specific questions and prompts) and Part IV (letters of recommendation) will be used by CIUAE to evaluate the credentials and achievements of nominees. Part V (nominee’s curriculum vitae) will be provided for information purposes only. It will not be used by CIUAE as a basis for evaluation. Once all of the required information is collected, it should be assembled by the department committee into a **single PDF file**, which will be forward to the college committee and subsequently to CIUAE.

All responses must be provided in the following boxes (boxes are expandable in MS Word). **Be sure to adhere to the indicated limits for word count or number of pages**. Remarks from student evaluations may be used when appropriate. However, direct quotes or paraphrased statements from the letters of recommendation should not be included in Boxes 3-8.

1. This instructor instills and develops in students an intensity of interest in, and an appreciation for, the value of his or her subject, applies rigorous standards for student performance, and stimulates academic growth in students. [**300 words maximum**]

**Prompt 1 (Box 3)**

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1. This instructor actively works to promote differentiated learning and respond to students’ instructional needs in the classroom. This instructor solicits student input regarding the effectiveness of their instructional approaches and has demonstrated instructional variety and flexibility in order to meet individual student needs and improve learning. This teacher may also participate in professional development activities in order to enhance their instruction.

**Prompt 2 (Box 4)**

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1. This instructor demonstrates extraordinary commitment to students and their welfare. The teacher supports students outside the classroom by being available to them outside of class, providing assistance to student organizations, and so forth. [Please provide **up to two pages** of quotes from students or alumni to support this. This section **should not include quotes extracted from letters of recommendation** that accompany this nomination.]

**Prompt 3 (Box 5)**

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1. This instructor has demonstrated a pattern of sustained teaching excellence at Northern Illinois University, as demonstrated by student evaluations. [Provide 3 years of student evaluation data in the boxes provided below].

What is the rating scale used for the student evaluation of instruction within the home department? (For example: 1 to 5, with 5 the highest and 1 the lowest score.)

 **Prompt 4(Box 6a)**.

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**Prompt 4 (Box 6b)**

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| Course Number | Course Name | Semester/ Year Taught | Number of students per class | Overall Student Evaluation of Instruction | Average of student final grades given by Nominee |
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1. This instructor demonstrates thorough and current knowledge of his or her subject area and its pedagogical practices. Evidence of such achievement could be demonstrated through professional publications, public presentations or lectures, by attending or organizing appropriate workshops, or through other venues. Priority should be given to the nominee’s most recent and relevant activities and achievements. [This list of information may be obtained from the nominee, the department, the college or the nominee’s curriculum vitae; **1 page maximum**]

**Prompt 5 (Box 7)**

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This instructor works actively with students, faculty, and administrators to improve undergraduate education at NIU. Achievements in this area could include extra-classroom programming, curriculum improvement, and other activities directed toward the improvement of instruction. [This information is to be provided by the department chair or chair’s designee; **400 words maximum**].

**Prompt 6 (Box 8)**

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**IV. LETTERS OF NOMINATION AND RECOMMENDATION**

Up to seven letters of recommendation may be included in support of this nomination. Letters may be from students who have been instructed by the nominee in undergraduate courses at NIU, or from students who have had contact with the nominee through his/her work with student organizations. Individuals submitting letters may be students currently enrolled in classes with the nominee, former students who have not yet graduated, or graduates/alumni. All letters submitted to a department’s nominating committee should contain the full name and current mailing address of the writer, and be signed (see below). It is likely that letters will be received by the department committee in one of the following formats: hard copy with signature; PDF prepared by the writer with signature; or email. In the last case, it is the responsibility of the department to verify and attest that the letter was prepared by the indicated individual. This verification will substitute for the writer’s own signature. All letters should be converted to PDF format, if necessary, and included in the single PDF document that is submitted to the college committee. All letters should be dated **within the last three years**. **Letters from people other than current or former students will not be considered**.

**V. CURRICULUM VITAE**

All information pertinent to this nomination should be provided in the preceding sections and in response to specific questions and prompts regarding the nominee’s excellence in and contributions to undergraduate teaching. Other areas of excellence, such as scholarship, service or administration, are generally not relevant to this award. Nevertheless, the CIUAE occasionally needs to examine a nominee’s CV to support or verify other parts of the nomination. This vita should be abbreviated to reflect contributions from the last five (5) years.

**CV (Box 9)**

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