To: College of Education Faculty
From: COE Scholarship and Honors Committee
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Date: December, 2005

The College of Education Scholarship and Honors Committee is inviting nominations for the College of Education Distinguished Teaching Award for the 2005 academic year. This award is open to all full-time, tenure-track, and tenured faculty, as well as residence faculty, for the Spring and Fall, 2005 semesters. This award includes a plaque and a small honorarium. Nominations may be made by a colleague, department chair, supervisor, student or a faculty member may self-nominate. The award will not be given to the same person more than once in any three year period. A letter of nomination should be sent to any COE Scholarship and Honors Committee member no later than January 27, 2005. The person submitting the nominee’s name for consideration should notify him or her of the nomination.

The award is based on teaching efforts made within the Spring and Fall semesters of 2005. It is the nominee's responsibility to submit all materials to Katrina Switalski in the Dean's office by February 24, 2006.

The following materials, not to include more than can be contained in a single 3 inch binder, must be submitted for consideration in making the selection of this award:

1. A one-page statement of the nominee's philosophy of teaching, with the emphasis upon what makes him/her a good teacher and any special activities the nominee undertakes with students. In the philosophy statement, the nominee should comment on his/her teaching strategies/methods and how those strategies accomplish his/her instructional goals.

2. Student evaluations for Spring and Fall 2005 only based on the formal evaluation instrument administered each semester by the department. Provide a table of mean scores and student comments, if available.

3. Evidence of service activities within a Department or the College directly related to teaching here at the University.

4. Documentation of:
   i) publications, presentations, or other scholarly activity that the nominee has done in conjunction with students,
   ii) any teaching-related publications.
5. Submission of one exemplary course syllabus for either Spring or Fall semesters of 2005. Related materials for that course may also be included.