



## ACADEMIC AFFAIRS

### ***Provost's Award for Excellence in Teaching for Instructor or Adjunct Faculty***

This Provost Award recognizes an Instructor or Adjunct faculty member who has been a member of the Seattle University campus faculty for at least the past three years. While the award is not meant to be a “lifetime achievement” award, it typically takes a few years for a faculty member to achieve significant impact in this area. Faculty members who have won this campus-level award during the past two years are not eligible in the immediate cycle. Candidates may be nominated by any student, faculty, or staff member, or they may self-nominate.

The award consists of a plaque to the awardee and a \$2,000 honorarium. The award winners will also be recognized at a future convocation.

**Nominees for the Teaching Excellence Award for Instructor or Adjunct Faculty** will be judged according to the criteria below:

- Overall excellence in teaching, given the rank and developmental stage of the nominee.
- Evidence through design of pedagogy and/or curriculum, assignments and/or assessments to inspire independent and creative thinking in students and to encourage their intellectual interest and curiosity.
- Command of the appropriate discipline in the field of study.
- Evidence of instructional approaches with an emphasis on active and collaborative learning.
- Documentation of distinct interest in, and care for, the academic and personal well-being of students and positive participation in advising/mentoring them and extending learning beyond the classroom.
- Skill in the use of a variety of teaching methods, as appropriate for the discipline.
- Effectiveness in designing courses with clear and appropriate learning outcomes and assessment measures.
- Illustrations of intentionality in developing ethical leaders with a concern for justice and the competence to promote it.
- Consider additional criteria that address impact on the community (e.g., service learning), engaging partnerships to support teaching endeavors, and student advising/mentorship activities/accomplishments.

#### **Required Application Documents:**

1. A completed application cover sheet, including a section for a one-paragraph nomination (case statement) by the nominator. If the faculty member is self-nominating, they may leave this portion blank.
2. A statement written by the nominee that addresses the award criteria, the nominee's teaching philosophy and accomplishments. Teaching that has occurred during the past three years should be emphasized. Earlier teaching accomplishments with continuing high impact can also be addressed. Nominee should reference evidence in the dossier as appropriate.
3. Course materials for 3-5 different courses that were taught in the past three years, including recent syllabi and up to two (2) additional items per course (e.g., examinations, handouts, assignments, student work samples, multi-media presentations, etc.). Up to two (2) additional teaching assessments (e.g., peer observations of teaching, promotion/tenure reports that address teaching, etc.)

4. One (1) letter of support written by the nominee’s Dean, Assoc. Dean or Dept. Chair, that addresses the award criteria.
5. An abbreviated curriculum vitae that includes a list of courses taught in the past three years.

**Application Checklist:**

<b>Application Document</b>	<b>Approximate No. of Pages</b>	<b>Complete</b>
Application Cover Sheet	1 page	
Nominee Statement	2-4 pages	
Course Materials	variable	
Teaching Assessments	2-4 pages	
Letter of Support	1 page	
Curriculum Vitae	1-5 pages	

The nomination file should be clearly labeled and submitted via email to Colleen Fettig ([fettigc@seattleu.edu](mailto:fettigc@seattleu.edu)) in the Provost’s Office, who is providing administrative support to the Awards Committee. Colleen will send a confirmation email that the completed application has been received. If you do not receive a confirmation email, please reach out to Colleen. All documents will be kept on a secure platform. **Application deadline is Friday, March 8, 2024.**

***Provost's Award for Excellence in Teaching for Adjunct Faculty***  
**Application Cover Sheet**

<b>Nominee Name:</b>	
<b>Nominee Title:</b>	
<b>Nominee Department:</b>	
<b>Nominator:</b>	

**Please provide a brief nominating statement that makes a concise case for receiving the indicated award.  
(Please limit to 500 words or less)**

**Please email completed form to Colleen Fettig ([fettig@seattleu.edu](mailto:fettig@seattleu.edu)). Application deadline is **March 8, 2024**.**