

**College of Arts and Sciences**  
**Educational Excellence Award**  
**Selection Criteria**

**Selection Process**

The Dean will convene the selection committee in early February. The Educational Excellence Award Selection Committee shall review the dossiers submitted by the nominees for evidence that their teaching is organized, creative, challenging, & motivating. Documented evidence of involvement in students' learning outside of the classroom may also be considered.

The committee will rank up to six nominees within each category and meet with the Dean to discuss its rankings. The Dean will select the award winners and notify them by March 21. The names of award recipients will be announced, and recipients recognized (with a certificate and an honorarium of \$250), at the Dean's Spring Address.

**Supporting Materials to be Included in the Dossier**

Each nominee's dossier should be well-organized and include the following materials (please note that all of the following items are expected to be included in the dossier):

Body of the Dossier:

- Table of Contents
- Copy of Letter of Nomination
- List of Courses Taught with Contact Hours and Number of Students Enrolled in Each (for up to 3 years, as available)
- Personal Reflective Statement on Teaching Philosophy and Practice
- Copies of student and/or peer/supervisor evaluations of teaching (including summary data, if available)

Appendices (as appropriate):

- Sample syllabi, course assignments, handouts, website postings, etc.
- Documentation of involvement in learning outside of class (e.g., fieldtrips, mentoring student research/creativity projects including conference presentations/exhibitions by students; etc.)