

# Excellence-In-Teaching Citations Instructions

Please submit a single pdf with the following items, in the order listed below to [natsci.dean@msu.edu](mailto:natsci.dean@msu.edu).

1. Completed **Nomination FORM**
2. **Confirmation letter or email** from mentor or graduate program director that nominee will be enrolled in the following fall and spring.
3. **Nominator Statement.** Address criteria completely.  
The nominator statement addresses the criteria and the points below regarding instruction and scholarship (based on the nature of the nominee's assignments, comments may not be applicable to all topics). Comments on other topics may be included.
4. **Letters of Support.**
  - a. At least TWO but not more than two letters from FACULTY.
  - b. At least THREE but not more than three letters of recommendation from members of the STUDENT body (including student colleagues (no more than one student colleague letter)).
5. **Current Curriculum Vitae (CV).** List authors the way they appear. For multiple authors, indicate how the primary/lead author is identified and/or that all authors have made an approximately equal contribution.
6. **Teaching Philosophy Statement.** (one page only). Candidate provides this.
  - a. Candidate's teaching philosophy.
  - b. Describe implementation.
  - c. How do you determine effectiveness?
  - d. If not effective, how do you make modifications? Describe modifications.
7. **Teaching Schedule.** (include separate page for this).
  - a. Nominee has assigned instructional responsibility for at least one semester.
  - b. At the time of nomination, the nominee has had assigned instructional responsibility for at least one semester, and they must also be assigned an assistantship in summer 2024 or in the 2024-25 academic year (including summer 2025). Nominee must be enrolled as a student in the 2024-2025 academic year.
  - c. Nominee has significant responsibility for the conduct of undergraduate courses.
  - d. Nominee's primary involvement is undergraduate teaching.
8. **Teaching Table.** Provide detailed information on courses taught and results from

SIRS/SPLS Composite Profile Factors. In cases where the unit administers student evaluation forms other than SIRS, fill in the form as completely as possible (see Section 7, Teaching Table above. You MUST provide a summary of student evaluation of nominee's teaching in this section. If other than SIRS, limit summary to 1-2 pages.

- a. When **UNIT-SPECIFIC/DESIGNED STUDENT EVALUATION INSTRUMENTS** are used rather than SIRS, fill in the table as completely as possible for classes taught and, if necessary, modify the table according to the categories your unit uses in its evaluation instrument or address in summary form teaching effectiveness on a separate sheet and place in Section 7 with the Table.
- b. If your unit's student evaluation instrument does not fit into categories comparable to the Composite Profile Factors, you are still required to provide evidence in summary form that student evaluation of the nominee's teaching indicates that they are an effective and exemplary instructor. Place this summary in Section 7 of the Teaching Table.

9. **Citation.** Please enclose a citation of approximately 300 words to appear in the awards brochure if the nominee is selected. Be sure to list nominee's name as they wish it to appear in the awards brochure and be sure to list degree(s) department(s)/college(s).

10. **Include One and only One Teaching Document used by Candidate.** For example, course syllabus, course outline, student assignment, student quiz or examination. NO books, journals, offprints, or journal articles, and the like.

## Excellence-In-Teaching Citations

### CHECKLIST

Please arrange materials in the following order:

Completed **Nomination Form**

**Confirmation letter or email** from mentor or graduate program director

**Nominator Statement.** Address criteria completely.

**Letters of Support**

a. At least TWO but not more than two letters from FACULTY.

b. At least THREE but not more than three letters from students

**Current Curriculum Vitae**

**Teaching Philosophy Statement** (one page only). Candidate provides this.

**Teaching Schedule** (include separate page for this).

**Teaching Table.** (1-2 pages)

**Citation.** (300 words).

**Include one and only teaching document used by the candidate.**





## **Suggestions for requesting supporting letters.**

### To the Nominators:

Nominating letters should humanize the nominee, "tell a story "about why they are exceptional. In cases where one must make rather subjective decisions, a well-written statement of what the individual has done that is noteworthy, and concrete, quantitative evidence of how the nominee's work benefited their students and the institution, and broader community are critical. For university awards it is especially important to provide a description of their accomplishment that can be easily understood by a review committee of mostly non-scientists .

### Template for letter request:

Dear XX:

XXX is nominated for the MSU XX Award, and I am writing to ask you to join me in the nomination by providing a letter of support. In order to meet the nomination deadline, receipt of your letter by August 31, XXXX would be greatly appreciated. The letter should be addressed to: The All-University Awards Committee.

Below are a couple of key items to consider when writing the letter:

- Letters should be written to connect with award committee members, most of whom are naïve of specific fields. It would be helpful to give a brief explanation of technical terms used in your letter and/or the significance and impact of the specific achievements by the nominee within the discipline.
- The most effective letters will also highlight the impact of the nominee's career on the lives of individuals or groups at local and/or national/international levels. How has the nominee's career affected the community at large/the world?

Please let me know in the next week if you are able to provide a letter.

Thank you,  
XXXX

## **CITATIONS OUTLINE**

### **TIPS FOR WRITING DRAFT CITATIONS**

(Use this outline as applicable to the award)

#### **IMPORTANT:**

**Please print name as it should appear on the award certificate and in the awards brochure.**

The citation will be printed in the program booklet. The citation should be an accurate statement of the person's achievements, but it should also be:

**Distinctive.** The citations should reflect an honoree's distinction; a relevant tidbit about the person (as opposed to the person's achievements) is helpful—e.g., "A scientist who is also broadly versed in music, literature, and the fine arts, Dr. X."

**Creative.** Search for unusual and descriptive adjectives, varying cadences and turns of phrase.

#### **Easily understood by a lay audience.**

A quotation from a student (or a colleague) from the material submitted adds human interest to the citation. Such quotations should be specific rather than general. Rather than, for example, "She was the best teacher I've ever had," use "One of the most important things Dr. X communicates is his conviction that thinking and teaching can be the heart of an honorable way of life." Don't overlook humorous quotations.

Although following this outline slavishly is not necessary (especially if you are feeling particularly creative), the citations usually take the form below. Keep in mind that each item can only be several sentences long at most.

1. Statements of the person's area of expertise and overall significance of the person's contributions/achievements to the world/the university, especially across disciplines. How far does their influence reach? State? National? International? Public/private sector? What constituent groups?
2. Specific ways in which their excellence in teaching has been evidenced. Undergraduate, graduate, or both. Extension. Advancing diversity. Textbooks and curriculum development. Student advising and mentorships. Where do students go after MSU? Support of funding for equipment or scholarships.
3. Specific evidence of scholarship and research. Avoid citing numbers of things unless they are really phenomenal. Instead, cite capstone examples. Use layperson's terms where possible, and cite the usefulness or results of the person's work in their largest context. Grants, professional societies, and awards are appropriate here, but only the most significant.
4. Other—Professional affiliations, consulting, outreach and engagement/service. MSU committee service. Again, use only the most significant examples.
5. Summary sentence of the person's worthiness for the award.