

Teacher-Scholar Award Instructions

Please submit a single pdf with the following items, in the order listed below to natsci.dean@msu.edu.

1. Completed NOMINATION FORM.

2. NOMINATOR STATEMENT (LETTER). (Not to exceed 3 pages)

3. NOMINEE’S PROFILE/SKETCH. (Not to exceed 2 pages)

To familiarize committee members with the nominee’s academic background, areas of interest, and accomplishments. You may use those posted on the department's website. **1-2 pages**

4. LETTERS OF SUPPORT. (Two from Faculty and Three from Students)

At least **two** and not more than **two FACULTY letters**; and at least **three** and not more than **three STUDENT letters**.

Letters should be provided by students at all levels – undergraduate and graduate. When nominee’s primary teaching responsibility has been teaching undergraduates, include letters from undergraduates. Encourage students to explain how the design and challenges of courses stood out. When addressing the criteria, nominators and referees should keep in mind that faculty members at MSU (a leading research -intensive University) are responsible for the creation and dissemination of knowledge. Selection committee members suggest that more than the required numbers of letters of support are solicited, so that the nominator may select those in combination which make the most complete and compelling case in addressing criteria

- a. Instructional effectiveness; impact on students.
- b. Uses of innovative techniques and/or in teaching (include examples). It is important to explain how techniques and/or approaches are innovative in the department and/in the discipline and consider how they remain innovative.
- c. Scholarship. The nature of scholarship and creative activity varies across and with disciplines. Excellence is demonstrated in many various ways: scores, publications, presentations, poster sessions, websites, etc.; performances and exhibits, scores, showings, recordings, and curatorial activities; citations of one’s work by others; evaluations by peers and affected groups including comments by outside evaluators, journal editors, referees, ext.; grant
- d. received in support of research; and research awards or other forms of professional/alumni recognition.
- e. Public Service/Outreach

5. CURRENT CURRICULUM VITAE (CV). (No more than 15 pages)

The CV is to be **SELECTIVE AND NO MORE THAN 15 PAGES**, including evidence of research and creative activities.

- a. Separate or identify (or indicate by asterisk (“*”) peer-reviewed or refereed items (including reports, meetings, and other evidence of merit)
- b. For multiple author listings, indicate how the primary/lead author is identified or that all authors have made approximately equal contributions.
- c. Fellowships, grants, and contracts.
 - Include stipend or dollar amounts
 - Indicate nominee’s degree of responsibility (PI, Co-PI, etc.) in the acquisition.
- d. Awards given by professional associations, societies, or other relevant organizations (provide Name of the association, etc.)
- e. Memberships on national and international committees, associations, and boards.
- f. Editorships of professional journals.

6. TEACHING PHILOSOPHY STATEMENT. (1 Page)

One page only. Candidate provides this.

- a. Candidate’s teaching philosophy.
- b. Describe its implementation.
- c. How do you determine its effectiveness?
- d. If not effective, how do you make modifications? Describe modifications.

7. TEACHING SCHEDULE AND ADVISING RESPONSIBILITIES.

At least 2-4 semesters including summers when relevant. Please provide separate sheet.

8. TEACHING TABLE.

Allows you to provide detailed information on courses, and student evaluation of teaching effectiveness in summarized form. Complete Teaching Table for the last eight classes taught. If the nominee has not taught eight classes, then complete for the classes nominee has taught.

9. DRAFT CITATION. 325 words

Please enclose a citation of about 325 words.

- a. Please list nominee’s name as they wish it to appear in the awards brochure.
- b. List joint appointments, with the primary appointment listed first

10. TEACHING DOCUMENT

Please provide ONE document

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.