UNDERGRADUATE TEACHING AWARD CHECKLIST

1. Completed DATA FORM.

2. NOMINATOR’S WRITTEN STATEMENT addressing the instructions and criteria (pages 1-2/Heading 1 titled CRITERIA) with illustrations of current teaching (No more than five pages).

3. LETTERS OF SUPPORT. (No more than three). (APPLYING SPECIFICALLY TO THE AWARD). Include student letters. In constructing letters of support, see instructions and criteria (pages 1-2/Heading 1 titled CRITERIA).

4. CURRENT CURRICULUM VITAE.

5. TEACHING PHILOSOPHY STATEMENT. (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.

6. TEACHING RESPONSIBILITIES. One page summary of nominee’s normal teaching responsibilities including size and type of courses (undergraduate major and non-majors), number of hours of direct contact with students each week, and number of hours teaching assistants teach nominee’s classes each week.

7. TEACHING SCHEDULE at MSU. Please complete the “Teaching Table” above (or on page 4) for the last six courses taught or 3-6 semesters including summer when relevant. When unit-specific forms other than SIRS are used, fill out the table as completely as possible and provide summary of students’ evaluation of nominee’s teaching (no more than 1-2 pages). Do not send unit-specific individual forms or individual SIRS forms.

8. SUMMARY SHEETS from Student Instructional Rating System (SIRS) for at least TWO classes but not more than three or a summarization of the results from other appropriate student evaluation instruments. Summary should include the dates the evaluation forms were administered. Please do not send individual unit-specific forms or individual SIRS forms.

9. Draft Citation. Please enclose a citation of 50-250 words. List joint appointments, with primary appointment listed first.

ONE AND ONLY ONE DOCUMENT USED BY CANDIDATE IN TEACHING. For example, course syllabus, course outline, student assignment, student quiz or examination. No books, journals, offprints, or journal articles.

Please indicate joint appointments. List primary appointment first.