Undergraduate Teaching Award
(University Koch 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. **Statement of Nomination** – No more than five pages
   Letter should be illustrative and include disciplinary context on what makes the candidate most deserving.

3. **Letters of Support** – (No more than three)
   Include student letters.

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** (MSU only)
   Please complete the "Teaching Table" for the last six courses taught or 3-6 semesters including summer when relevant. When unit-specific forms other than SIRS/SPLS 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 form

Due to natsci.dean@msu.edu by April 1

8. **Summary Sheets** from Student Instructional Rating System (SIRS)/Student Perceptions of Learning Survey (SPLS) 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**
Draft citation of 325 words for the MSU awards brochure. List the candidate's name as they wish it to appear in the awards brochure and list joint appointments, with the primary appointment listed first.

10. **Teaching Document**
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.

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