

# 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.

**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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<sup>i</sup> Please indicate joint appointments. List primary appointment first.