***2023-2024 Procedures for Selecting Recipients of the
Purdue University Excellence in Instruction Award***

***Timeline for Award:***

* **September 20, 2023** - Call for nominations
* **September 2023** – please connect with your previous College committee representative when considering the nomination process for 2023-24.
* **January 8, 2024** – Student and faculty selection committee representative names due to cie@purdue.edu
* **January 12, 2024 –** Nominationsdue
* **Week of January 15, 2024** – First full committee meeting
* **February 26 and 28, 2024** – Award Selections

***Purpose of the Award***

Outstanding undergraduate teachers demonstrate superior ability in communicating the chosen material to the students and stimulate their desire to master the material. Outstanding teachers also recognize that their teaching responsibility to is an evolving and iterative process, resulting in innovative pedagogical technique. The purpose of the ***Excellence in Instruction Award*** is to honor academic staff with the rank of Senior Lecturer or Lecturer for outstanding undergraduate teaching on the West Lafayette campus.

***A. Procedures for Making Nominations***

 Nominations will be made by the respective colleges/schools for forwarding to the Selection Committee at a predetermined date. The method of selecting the nominees shall be determined by the respective deans, subject only to the following restrictions:

 1. The ***Excellence in Instruction Award*** recognizes outstanding Senior Lecturers and Lecturers.

2. Each college's/school's procedure shall make some explicit provisions for securing representative student judgment in their unit concerning appropriate nominations.

 3. The nominee shall have had some primary classroom responsibility for a course of undergraduate instruction during one of the immediately preceding two regular semesters of nomination, excluding the summer session (spring 2023 or fall 2023).

 4. A nomination not to exceed six pages(8½ x 11), excluding the required cover page (see last page), shall be prepared for each nominee. All nominations should have at least one inch margins, use a Times New Roman font, and have a font size of not less than 12 pt. It is recommended that the nomination consist of a written brief addressing the criteria for the award followed by additional pages of supporting materials (evaluations, statement of teaching philosophy, student statements, etc.). However, at the discretion of the nominator, a blending of the brief and the supporting materials may be used as long as the document does not exceed six pages. *Additional materials beyond six pages will be removed and not considered.*

* Nominations for the Excellence in Instruction Award should include a list of all undergraduate classes and corresponding course evaluations for at least the past three academic years.

 5. On the basis of estimated lecturer and senior lecturer involvement in undergraduate teaching, the permissible number of nominees for the Excellence in Instruction Award from each area will be as follows:

 One (1) Agriculture

 One (1) Engineering

 One (1) Honors

 One (1) Libraries

 One (1) Pharmacy

 One (1) Veterinary Medicine

 Two (2) Education

 Two (2) Management

 Two (2) Health and Human Sciences

 Two (2) Science

 Two (2) Technology

 Three (3) Liberal Arts

 6. Nominations from the deans of the respective colleges/schools should be emailed to cie@purdue.edu by 5:00 p.m., **Friday, January 12, 2024.**

***B. Structure of Brief***

 1. Cover page (see last page - does not count toward 6-page limit) including: Name of award, name of nominee, position, department, date of initial appointment to the university, name of college/school submitting nomination and statement of the procedure used in choosing the nominee.

 2. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses; e.g., HDFS 318, Developmental Assessment - second semester, 2018-19, 30 students enrolled.

 3. Nominee's effectiveness to be judged on the following criteria:

 a. Instructional effectiveness

 b. Course instruction improvement and innovation. Why was a particular course modification or innovation impactful? What is the goal of a course and how do you know you achieved that goal?

1. Dissemination of teaching effectiveness, which may include the scholarship of teaching and learning. This could be through presentations, workshops, peer-reviewed publications, etc.

 Give sufficient evidence on each of the above points so that members of the selection committee, many of whom will not be personally acquainted with the candidate's abilities, may make an informed evaluation. Colleges/schools are encouraged to include information related to instructor effectiveness. This *may* include information related to course and instructor evaluations. However, there are student representatives from each college who advocate on behalf of candidates. They talk to students to assess the impact of the nominee’s teaching in the classroom, so you may consider limiting written student comments.

 4. Nominee’s professional activities directly related to undergraduate education.

 5. Teaching honors and awards received by nominee.

# Selection Committee

1. The Provost, acting for the President, shall appoint a Committee to make the final selection of the recipients for the Excellence in Instruction Award and the Exceptional Early Career Award from the nominations submitted to them.

1. The Committee shall be chaired by the Provost, or her/his designee.

 3. The Committee shall be made up of one faculty member and one student from each of the academic colleges/schools of the University. The faculty member shall have had undergraduate classroom experience.

1. The name of the faculty and student representative chosen to serve on the final Selection Committee should be forwarded by each college/school to Dr. Chantal Levesque-Bristol, Professor and Executive Director of the Center for Instructional Excellence (cie@purdue.edu), by **Monday**, **January 8, 2024**. If the college/school declines to select a student representative, the President of the Student Body will be asked to nominate the student members to serve on the Selection Committee. The faculty and student representatives will be required to meet with each candidate from their college for all awards, and present an oral brief on their behalf. The representatives are also expected to peruse the nomination forms for all candidates.
2. An initial meeting of the Committee to discuss the selection procedures with be held **during the week of January 15**, 12:00-1:00 p.m. day and location TBD*.*
3. The Committee shall make its selection, based upon the content of the submitted nomination documents and the oral briefs presented to them, at a meeting on **Wednesday,** **February 28, 2024**, location TBD, at 8:00 a.m. The process is expected to last until approximately 2pm, and college representatives are to be present throughout the entire process if they wish to vote in the award selection.

***D. Presentation of Awards***

 Recipients of the Excellence in Instruction Award will receive a plaque and a $5,000 award.

**2023-2024 Excellence in Instruction Award Cover Page**

***This page is required and does not count toward 6 page limit.
Only the information below need be included, this header does not!***

**Award Nomination for 2024**

***Excellence in Instruction Award***

**Nominee Name:**

**Nominee’s Position and description of the role it entails:**

**Department:**

**Date of Initial Appointment to University:**

**Name of College/School submitting nomination:**

**Statement of the procedure used in choosing the nominee:**