

2009-2010 Collegiate Teaching Awards

Nomination Instructions

Please include the following for each nominee. Use a 12-point font in the preparation of all materials, with margins not less than 1 inch.

Materials, such as letters of support, can come from more than three years ago, provided that an explanation of the special nature of the information is given by the department/nominator.

Completed nomination materials should be submitted electronically (pdf) to p-mason-browne@uiowa.edu no later than 4:00 pm., Monday, February 1, 2010.

A. The **nominee** shall provide the following information: [4 pages]

- Courses taught during academic years 2006-2007, 2007-2008, and 2008-2009 (brief course description, class size, and student level).
- Other teaching activities during academic years 2006-2007, 2007-2008, and 2008-2009.
- Brief description of how the nominee's scholarly works or creative works enhanced the quality of his/her teaching.
- Statement of teaching philosophy. Why do you think your teaching is effective? How would you describe your process in engaging students? Please be specific by providing examples.

The nominee should also **sign the Cover Page** to indicate permission to release the information contained in the application.

B. The **DEO (or designee)** shall provide the following information.

- DEO nomination letter. Provide a description of the nominee's activities and accomplishments which demonstrate unusually significant and meritorious achievement in teaching during the previous three academic years. Please use the following format, identifying each question by number or narrative and provide an answer to that question before proceeding to the next. [2 page maximum – 1 page per question]
 - 1) How do this nominee's teaching practices (including clinical lab or other formal settings) enhance student learning?
 - 2) How does this nominee's other contact with students (mentoring, advising, sponsoring of creative and/pr scholarly achievements, etc.) contribute to students' development (intellectual growth, creative achievement, research, externships, publications, etc.)
- Letters of support from two students
- Synopsis [maximum 2 pages] of comments from student evaluations (by course number/title, including average enrollment per course)
- Sign the relevant section of the nomination Cover Page

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