



COLLEGE OF BUSINESS

Illinois State University

2012-2013

COB Non-Tenure Track Faculty Award for Teaching Excellence Eligibility Criteria and Application Procedure

The College of Business annually recognizes a full-time non-tenure track faculty member with an award for teaching excellence. The recipient will receive a \$1,000 cash award and will be recognized with an award plaque at the annual COB Faculty/Staff meeting.

Eligibility Requirements

- Be a full-time non-tenure track faculty member who has completed at least two academic years of teaching.
- Receive support for candidacy from his or her department chair.
- Previous recipients of this award are ineligible for consideration until a minimum of five years has elapsed since receipt of prior award.

Application Procedure

All candidates must submit a completed application form (below) and a complete, up-to-date curriculum *vita* as part of the application process. In addition, candidates must document the scope and quality of their teaching by preparing and submitting a teaching portfolio. The completed application form must be the first page of the portfolio.

For the purposes of this award, the complete portfolio, including appendices, is limited to a single three ring binder (or its equivalent), plus a video tape/DVD if the candidate desires to submit the latter. Information on the preparation of teaching portfolios may be found in the following references:

- Seldin, P. 1991. *The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions*. Bolton, MA: Anker Publishing Co., Inc.
- Seldin, P. 1993. *Successful Use of Teaching Portfolios*. Bolton, MA: Anker Publishing Co., Inc.

Candidates are encouraged to consult with the Center for the Advancement of Teaching (CAT) for additional information about teaching portfolios and their preparation.

At a minimum, the teaching portfolio must include the following:

- Statement of the candidate's teaching philosophy.
- Statement of the candidate's teaching responsibilities for at least the last two years with examples of course materials.
- Summary of the candidate's student evaluations of teaching placed in the context of departmental norms.

Optional Portfolio Materials

- Honors, awards, or other forms of recognition received for excellence in teaching
- Evidence of professional development activities undertaken in regard to teaching
- Evidence of student achievement as a direct result of the candidate's teaching
- Information about new teaching materials or techniques developed
- Evidence of activities undertaken to assist colleagues with their teaching
- Statements from former students who have experienced the candidate's teaching
- Statements from colleagues who have observed the candidate's teaching



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Application

Applicant's Name _____

Department _____

Office Room # _____ Phone _____ Email _____

Date of Hire as full-time NTT _____

Signature of Applicant _____ Date _____

If a recipient of a previous NTT teaching award, date received _____

TO BE COMPLETED BY DEPARTMENT CHAIR

By signing below, I endorse this candidate's application for the College of Business Non-Tenure Track Teaching Award and include a summary letter of support. This letter should include an evaluation of the candidate's teaching contribution to the department and the discipline as a whole.

Signature of Chair _____ Date _____

Candidate's application must be submitted to the department by October 15, 2012.

Department must submit candidate's approved application to the COB Dean's Office by November 1, 2012.