

NOMINATION MATERIALS FOR THE UNIVERSITY TEACHING AWARDS

The **Charles Deering McCormick Professorship of Teaching Excellence**, the **Charles Deering McCormick University Distinguished Lecturer/Clinical Professor**, and the **Alumnae of Northwestern Teaching Professorship** together comprise the Northwestern University Teaching Awards.

To submit a nomination for a University Teaching Award please email two PDF files as described below to: teachingawards@northwestern.edu.

The first pdf file should contain the items listed below in the following order:

1. Cover page indicating the nominee, department and school, as well as the contents of the nomination materials. If possible, please set internal links for each numbered item below.
2. A nomination letter of no more than three pages from either the school dean or the department chair describing the nominee's teaching excellence. The nomination letter should address the following:
 - A description of the nominee's activities as a teacher -- including the kinds of classes taught, instructional approach, curricular innovation, etc.
 - Evidence that the nominee has had an extraordinary influence on students — for example, on their ability to think critically, master difficult concepts, develop independent insights, and advance creativity and performance.
 - As appropriate, the letter should discuss the nominee's influence beyond the classroom – for example, as a research mentor, or through the development of important and influential educational innovations in one's field or department.
 - An interpretation of CTEC data and trends in student feedback (see #5).
3. A statement of no more than three pages from the nominee describing his or her goals as a teacher and self-assessment of meeting those goals. The statement should address the nominee's pedagogical philosophy and objectives for student learning: the intellectual and/or creative abilities, habits, insights, and attitudes that the nominee has endeavored to instill in his or her students and evidence that success has been achieved. The statement should be both abstract (in setting forth general pedagogical principles) and concrete (in describing strategies employed to implement those principles).

4. Letters from no more than four currently enrolled undergraduate students and no more than two students who have graduated but who studied under the nominee as undergraduates describing the ways in which the nominee's teaching significantly facilitated student learning. (Since the awards focus on undergraduate teaching, letters from graduate students should not be included.)

Students writing such letters should be urged to be as specific as possible about the ways in which the nominee has distinguished him- or herself as a teacher, mentor, etc.

5. A list of all courses taught from winter 2017 through fall 2019 along with a table including the following summary data from CTECs for each the courses listed. A template for this table is available here.
 - Course name, number and quarter offered.
 - Course enrollment and CTEC percent response
 - Student responses to the following questions:
 - Provide an overall rating of instruction
 - Provide an overall rating of the course
 - Estimate how much you learned in the course
 - Rate the effectiveness of the course in challenging you intellectually
 - Rate the effectiveness of the instructor in stimulating your interest in the subject

Please note: The Office of the Registrar is able to assemble this information for you. Should you wish to request this, email ctec@northwestern.edu no later than Friday, February 21 with your request and the faculty member's NetID or Employer ID. The data will be returned to you within one week.

6. Abbreviated current CV of nominee of no more than 6 pages.

The second pdf file should contain the items listed below in the following order:

1. Syllabi from all course taught from winter 2017 through fall 2019.
2. Instructor CTECs from all courses taught from winter 2017 through fall 2019.