

Laura J. and L. Douglas Meredith Professors Teaching Recognition Awards Program

Nomination and Review Process 2017-2018

The Teaching Recognition Awards program was established in 2001 through an expansion of the Laura J. and L. Douglas Meredith Professorship Program. The Meredith Professors proposed the Teaching Recognition Award program to recognize excellence in teaching among untenured faculty.

The goals of the Teaching Recognition Awards are:

- To recognize and encourage teaching excellence, and
- To encourage a culture of collegial mentoring among members of the Syracuse faculty.

Eligibility

Teaching Recognition Awards may be presented to faculty who have completed two years of teaching at Syracuse University. Eligible nominees include tenure-track faculty who are not yet in their sixth year credited toward tenure; full time, non-tenure-track faculty; and adjunct faculty and part-time instructors. Each year, up to five non-tenured tenure-track faculty members and up to two non-tenure track, adjunct, or part-time faculty members receive awards. Nominations are made by any faculty member.

Review Process

A committee of Meredith Professors and student representatives appointed by the Vice Chancellor for Academic Affairs will review nominations. The Associate Provost for Faculty Affairs (or designee) will serve as staff to the committee.

The nomination consists of a nomination letter from a faculty colleague along with a portfolio of prepared teaching materials. These are accompanied by a completed award checklist.

Therefore, the entire packet consists of:

1. Nomination letter: The letter from a faculty colleague should be no more than three pages, making the case for the individual's extraordinary teaching performance and their encouragement or provision of collegial mentoring. Since there are many ways in which teaching excellence may be demonstrated, the letter should describe in detail how the nominee is singular in that respect. Concrete examples or illustrations are more effective than grand statements of praise. The letter should also describe the individual's regular teaching and advising responsibilities, as well as their other roles within the department, school, or college.
2. Teaching portfolio: The nominator is expected to collaborate with the nominee in the preparation of a portfolio representative of the nominee's teaching accomplishments. The portfolio contains:
 - a. A teaching statement which includes the nominee's approach to teaching; a description of any significant teaching innovations and initiatives; explanation of techniques for assessing or evaluating students' learning; and depiction of how the nominee uses assessment or evaluation of students' learning to inform teaching innovation. The teaching statement should be no more than three pages;

- b. An updated curriculum vitae;
 - c. Course descriptions with attached syllabi and summaries of teaching evaluations for up to three courses taught by the nominee in the past four academic year semesters. Evaluation summaries should include numeric ratings and representative student comments whenever possible; and
 - d. Letters of support from three students.
3. Completion of the nomination checklist signed by the nominee's department chair (if applicable) and dean, acknowledging concurrence with the nomination.

The portfolio **should not exceed 20 pages** excluding the *curriculum vitae* and the requested course syllabi. Please follow these guidelines, especially regarding the number of letters of support, so that all candidates can be assessed on an equal basis.

Following review of all submitted material, the committee submits its recommendations to the Chancellor who makes the appointments. In rare and unusual circumstances, the Chancellor may make an appointment outside the committee process.

Due Date for 2017-2018 Nominations

Nomination packets are due January 25, 2018. Nominations should be addressed to the Teaching Recognition Review Committee and submitted in hard copy to LaVonda N. Reed, Associate Provost for Faculty Affairs at 503 Crouse-Hinds Hall and by email as a single PDF to Sharon Alestalo at swalesta@syr.edu.