

## Indiana University School of Informatics and Computing at IUPUI

### Procedures for Selecting the Recipient(s) of the Teaching Award Part-Time Associate or Adjunct Instructor

#### PURPOSE:

The purpose of this award is to honor a member of the part-time associate or adjunct instructor faculty for outstanding teaching in the School of Informatics and Computing (SoIC) at IUPUI.

The outstanding teacher demonstrates the superior ability to impart knowledge of chosen topics to students and to stimulate their desire to master these topics. The award recognizes that teaching extends beyond the classroom and includes activities such as mentoring and motivating students either formally or informally.

Each nominee will have had primary classroom responsibility for a course of instruction, having taught once during the previous calendar year. He/She will have made significant contributions to the instructional climate of the School.

The awardee will be recognized at the graduation celebration.

#### ELIGIBILITY:

##### Nominees must meet the following eligibility requirements:

- Has 3 years in service to the SoIC
- Has not received the part-time associate or adjunct instructor teaching award in the past 3 years
- Can demonstrate a record of cumulative excellence in the area of teaching over the past 3 years

#### PROCEDURE:

1. SoIC students, faculty and staff who can attest to the nominee's accomplishments may nominate individuals for this award. Self-nominations are also encouraged.
2. A brief will be prepared for each nominee. This brief will be forwarded to the Awards and Scholarships Committee by the individual making the nomination. **A maximum of five pages per nomination brief, 12-point font, may be presented.** An additional 2 pages of testimony and/or supporting documentation may be attached to the brief. If more than seven pages are received, the nomination will be rejected. It is up to the individual submitting the nominating brief to ensure that procedures are followed.
3. Do not submit a copy of the nominee's CV/resume as part of the application materials.

This brief must be submitted to the nominating committee by **April 1, 2015**.

**NOMINATION BRIEF should include the following:**

1. Name of individual submitting nomination;
2. Name and title (“associate” or “adjunct” instructor) of nominee;
3. List of courses taught for the past 3 years, with dates and number of students enrolled in each course.
4. Nominee’s effectiveness to be judged on the following criteria:
  - a. Instructional effectiveness (for example, data and feedback from all student evaluations relevant to the nominee’s teaching record over the past 3 years)
  - b. Course instruction, improvement and innovation
  - c. Demonstrated ability to bring professional, real-world, industrial expertise into the classroom through teaching and projects.
  - d. Ability to connect students to career opportunities
  - e. Ability to motivate students
  - f. Availability outside of the normal class time
5. Nominee’s professional activities:
  - a. Participation in professional societies
  - b. Mentoring
6. Honors and awards received by nominee:
  - a. Academic
  - b. Professional
7. A brief narrative describing the ways in which the nominee has demonstrated exemplary and effective teaching and how it has made a significant contribution to the instructional climate of the School.

**Instructional Effectiveness (ex. Student Evals)**

Nominee has strong evidence of instructional effectiveness	4
Nominee has moderate evidence of instructional effectiveness	3
Nominee has limited evidence of instructional effectiveness	2
Nominee has no evidence of instructional effectiveness	0

**Evidence of Course Improvement and Innovation**

Nominee has strong evidence of course improvement and innovation(s)	4
Nominee has moderate evidence of course improvement and innovation(s)	3
Nominee has limited evidence of course improvement and innovation(s)	2
Nominee has no evidence of course improvement and innovation(s)	0

**Ability to Motivate Students (student group mentoring, events organizing, student govt, etc.)**

Nominee has strong evidence of ability to motivate students	4
Nominee has moderate evidence of ability to motivate students	3
Nominee has limited evidence of ability to motivate students	2
Nominee has no evidence of ability to motivate students	0

**Evidence of Mentorship Outside of Class**

Nominee has strong evidence of mentorship outside of class	4
Nominee has moderate evidence of mentorship outside of class	3
Nominee has limited evidence of mentorship outside of class	2
Nominee has no evidence of mentorship outside of class	0

**Evidence of Connecting Students to Careers**

Nominee has strong evidence of connecting students to careers	4
Nominee has moderate evidence of connecting students to careers	3
Nominee has limited evidence of connecting students to careers	2
Nominee has no evidence of connecting students to careers	0

**Participation in Professional Societies**

Nominee has strong evidence of participation of professional societies	4
Nominee has moderate evidence of participation of professional societies	3
Nominee has limited evidence of participation of professional societies	2
Nominee has no evidence of participation of professional societies	0

**Professional and/or Academic Awards**

Nominee has strong evidence of professional and/or academic awards	4
Nominee has moderate evidence of professional and/or academic awards	3
Nominee has limited evidence of professional and/or academic awards	2
Nominee has no evidence of professional and/or academic awards	0

**Letter of Recommendation**

Nominee letters provide strong evidence and support	4
Nominee letters provide moderate evidence and support	3
Nominee letters provide limited evidence and support	2
Nominee letters provide no evidence and support	0

**Personal Statement**

Nominee has a strong statement about their past and future teaching	4
Nominee has a moderate statement about their past and future teaching	3
Nominee has a limited statement about their past and future teaching	2
Nominee has no statement about their past and future teaching	0

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