

OFFICE OF THE PROVOST

MEMORANDUM

DATE: January 25, 2007
SUBJECT: Nominations for Excellence in Teaching Award and the Bauer Family Undergraduate Teaching Award

Please find attached the forms to submit the names and credentials of your colleagues whom you would like to nominate for the **Excellence in Teaching Award** and for the **Bauer Family Undergraduate Teaching Award**.

- The University Excellence in Teaching Award honors a faculty member from across the faculty representing Armour College of Engineering, the College of Architecture, the College of Science and Letters, the Institute of Design, the Institute of Psychology and the Stuart School of Business.
- The Bauer Family Undergraduate Teaching Award honors a faculty member whose teaching load consists of at least 50% freshman students.
- If appropriate, the same person may be nominated for both awards.

Since these awards recognize excellence in teaching, the criteria for selection will emphasize classroom performance, mentoring, and advising over the period of Spring 2006 and Fall 2006 semesters. Accordingly, nominations should include:

- Courses taught
- Enrollment in each course
- Average score (and the number of respondents) on Item 11 on the Student Course Evaluation Form that measures student opinion of the instructor
- Student projects mentored or other evidence of close involvement with students
- Letters of recommendation from the Department Chair, student(s) (two for the Bauer Award), and an optional letter(s) from another faculty member(s)
- Other supporting material deemed appropriate

Professor John Kallend will chair the review committee for these awards. Please send your nomination(s) addressed to Professor Kallend, Room 243 Engineering 1 Building, or via email – kallend@iit.edu by **March 12, 2007**. Forms are also available in Room 223, Perlstein Hall – Office of the Provost.

Attachment: Nomination Form

NOMINATION FORM

**UNIVERSITY EXCELLENCE IN TEACHING AWARD
AND/OR
BAUER FAMILY UNDERGRADUATE TEACHING AWARD**

Name _____

Rank _____ Years Teaching _____

Dept./College/Institute _____

Circle/Underline Award: Excellence in Teaching Bauer UG Teaching

Please provide the information below. For the item *Average Score*, please supply the class average score for Item 11 on the Student Course Evaluation Form which measures student opinion of the instructor.

I.	Courses taught: Spring 2006	Enrollment	Average Score	# of Respondents
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	Fall 2006			
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
II.	Student projects mentored: Spring 2006			
	_____	_____	_____	_____
	_____	_____	_____	_____
	Fall 2006			
	_____	_____	_____	_____
	_____	_____	_____	_____

- III. Letters of recommendation:
- Department Chair/Dean/Director
 - Student(s)
 - Other faculty member(s) (optional)

IV. Additional supporting material (optional)