Shawnee State University is a teaching institution. To acknowledge outstanding teaching, the University has established an annual award that includes a monetary prize.

**Who is eligible?**

Full-time tenured or tenure track eligible faculty member or full time instructor (FTI) who has *completed* three years of service at SSU at the time of the nomination.

**Who may nominate?**

Any full-time faculty (including FTI) or full-time student may nominate an eligible faculty member whom they believe displays the criteria for this award.

**Criteria**

Extraordinary dedication to teaching demonstrated by excellence in the following areas

* impact on and involvement with students
* scholarly approach to teaching and learning
* contribution to undergraduate education in the institution, community and profession
* support from colleagues, current and former students.

**Process**

A nominator should complete this form and a letter of nomination (limit two pages), and submit both items to one of the three academic deans no later than Friday, February 14, 2020. This letter should present a rationale for the nomination thatspecifies what makes this faculty an outstanding teacher and provides examples of demonstrated teaching excellence. This form and the nomination letter may be submitted to office of CAS Dean, Dr. Roberta Milliken, Massie Hall room 100; the office of CPS Dean, Dr. Paul Madden, second floor of ATC; the office of University College Dean, Dr. Chris Kacir. Subsequently, each dean will forward to the Teaching and Learning Center Advisory Committee the names of all nominees, letters of nomination, and this original nomination form. The TLC director will invite the nominees to submit supporting documentation (see below, p.2) demonstrating their teaching excellence.

**Nominated Full-time Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please sign your name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print your name)

**The TLC Advisory Committee will inform the nominee Feb. 17, 2020. The nominee may choose to accept and submit:**

**Required Documentation from Nominee** (Limit 10 pages) Deadline Friday, March 13, 2020

1. Letters of support from one colleague and one current or former student
2. Brief reflective essay (2-4 pages) from the nominee to the selection committee that speaks to how the nominee meets the criteria
3. Any other documents nominee would like to include to provide further evidence of excellence in teaching/ advising

ALSO REQUIRED (but not counted in the 10-page limit)

1. Curriculum Vitae
2. Course evaluations for the past 3 years