

# **Guidelines for Master Teacher Designation and Submission Instructions**

## **Purpose**

This document outlines the nomination process, materials required for the nomination packet, and the criteria for the Master Teacher designation. The Master Teacher designation is the highest distinction given by the Office of the Provost to NJIT faculty members or lecturers who have a sustained record of recognized teaching excellence. The designation is given in recognition of excellence in the classroom, innovation in educational approaches, and a significant impact on student learning. Master Teachers are expected to be leaders in pedagogy, mentors to other faculty, and innovators in education.

## **Eligibility and Nomination Process**

The Master Teacher designation is open to all members of the NJIT faculty and instructional staff, including tenured/tenure-track faculty and lecturers. Applicants must have met the following criteria:

- Served as a member of the NJIT faculty or instructional staff (University Lecturers and Senior University Lecturers) for at least seven years
- Been a recipient of a University Excellence award in Lower Division Undergraduate Instruction, Upper Division Undergraduate Instruction, Graduate Instruction or Innovation in Education
- Have taught at least three different courses with at least one of the courses being at the undergraduate level

Nominations for the Master Teacher designation are compiled and submitted by the candidate. In all cases, nomination packages are limited to 30 pages and consist of the following materials:

- A CV of no more than 4 pages in length
- A cover letter describing the applicant's contributions to teaching, teaching philosophy, and description of internal and external recognitions of teaching excellence of no more than 4 pages in length
- A letter of recommendation from either the candidate's Department Chair or Dean of no more than 3 pages in length
- Up to 5 additional support letters, each of no more than 2 pages in length, two of which may be from former students
- An organized summary of student evaluations of teaching, including written comments, covering the last five years, of no more than 5 pages in length



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- Up to 4 additional pages of supporting material

All nomination packets should be compiled as a single PDF file and submitted via the submission form on the Office of the Provost's InfoReady [site](#). You can access the form [here](#). All nominations for the academic year 2024-2025 are due by May 2, 2025.

## Questions

Questions concerning any aspect of the process should be directed to [Office.of.the.Provost@njit.edu](mailto:Office.of.the.Provost@njit.edu).