PART 1: REQUIRED CONTENTS FOR NOMINEES’ DOSSIERS

All departments are asked to provide the University Excellence in Teaching Awards Committee with a dossier for each of their nominees, containing the information and materials listed below, presented in the recommended order and format. Consistency of the dossiers will help the committee members to make more accurate comparative evaluations of nominees.

The committee’s intention is to afford nominees maximum space for creativity in presenting their teaching accomplishments while conforming to general requirements of brevity and reasonableness. ALL NOMINEES ARE AT LIBERTY TO EXPAND THE PORTFOLIO, WHERE APPROPRIATE, IN ORDER TO DEMONSTRATE THEIR TEACHING STRENGTHS.

It is assumed that all nominees will work closely with their department committees in the preparation of their dossiers. The dossiers should be submitted electronically via a shared Google Drive.

PLEASE NOTE THAT THE FOLLOWING REQUIRED DOCUMENTS MUST ACCOMPANY EACH APPLICATION.

REQUIRED CONTENTS

A checklist (see form at the end of this memo)

1. A cover letter from the department committee chairperson specifically noting why the candidate is recommended for THIS category of the award.

2. A support note from the department chairperson

3. An abbreviated curriculum vitae

4. A personal statement of educational philosophy

5. A summary sheet of courses taught by the nominee, identifying new courses that were developed by the nominee.

6. A summary of student evaluations in all classes taught by the nominee.

7. Solicited Letters from students and/or colleagues, solicited by the department teaching awards committee. Letters should be sent directly to the department committee; it should be made clear to those writing letters that the candidates will not see them. Up to 10 letters may be included. (This instruction packet includes a template for the solicitation letter that departmental committees can send to the nominee’s students and/or colleagues.)

8. Complete Sets of Student Evaluations containing student comments. This part of the dossier is given particularly strong weighting.
OPTIONAL CONTENTS (recommended but not required)

9. An appendix containing
   a. Copies of teaching related publications
   b. Any other materials the nominee may consider relevant to the application. Please begin this section with a listing of its contents and a brief explanation for the inclusion of the particular contents.

DETAILS OF REQUIRED CONTENTS

Please use the CHECKLIST form in Appendix 1. Any additional items included by the applicant should be listed at the bottom of the checklist.

1. A COVER LETTER FROM THE DEPARTMENT TEACHING AWARDS COMMITTEE CHAIRPERSON (for each nominee), indicating:
   a. The full name, department, and rank of the nominee, and the award category for which the individual is being nominated. Also include the number of years the nominee has taught at NJIT.

   b. A statement of the department committee’s reasons for making the nomination. Please include a description of the major teaching accomplishments of the nominee. A bulleted listing of the reasons the candidate was nominated for this specific award is recommended.

   c. A description of the process used in the department to arrive at the nomination; e.g. Solicitation of nominations, including self-nominations, from department faculty; review by committee of teaching evaluations of potential nominees (with permission of potential nominee); discussion with potential nominee of agreement to compile and submit dossier, etc.

   d. Confirmation that all submissions have been vetted for accuracy by the committee and department chairs with respect to issues like nominee’s role in development of new programs/courses, role in advising and mentoring, role in curriculum development, etc.

2. A SUPPORT NOTE FROM THE DEPARTMENT CHAIRPERSON (for each nominee), containing a statement from the department Chairperson supporting the nomination. The note should mainly add information that is not in the committee’s letter.

3. AN ABBREVIATED CURRICULUM VITAE, containing information pertinent to teaching activities, such as teaching positions, new courses and curricula, grants related to teaching and educational issues, teaching-related textbooks, book chapters and articles, professional and organizational activities relating to teaching, student advising, thesis supervision, involvement with student clubs and other information that demonstrates the nominee’s excellence in teaching.
4. **A PERSONAL STATEMENT OF EDUCATIONAL PHILOSOPHY**, consisting of a 1-2 page statement by the nominee. The statement should include discussion of the nominee’s views about higher education, the role of their academic field/profession in society, and an explanation of how his/her course materials and/or teaching methods embody excellence and innovation. (Statements may make specific references to materials submitted in the Appendix).

5. **A COMPLETE SUMMARY OF COURSES TAUGHT, THE SYLLABUS UTILIZED FOR EACH COURSE, AND A LIST OF NEW COURSES DEVELOPED**, including:
   
   a. A list of the **courses taught by the nominee during their past six semesters at NJIT**, indicating the dates taught and the number of students enrolled. A syllabus for each course should be provided. In the case of nominees in Teaching Award Category 7, Outstanding Professional Development (see below), there is no limit on the number of years that may be covered in the list of courses taught by the nominee.
   
   b. A list of **new courses developed by the nominee**.

6. **A SUMMARY OF STUDENT EVALUATIONS**, consisting of (a) a numerical and written interpretation and descriptive summary of student evaluations for each of the courses taught by the nominee in the category of nomination during their past six semesters at NJIT, and (b) a numerical summary for each of the courses taught by the nominee not in the category of nomination during their past six semesters at NJIT. This summary should be prepared by the department committee chairperson and should provide department mean scores, if available. **It is highly recommended that applicants also include in this section any official evaluation summary forms that were returned to them with the completed student forms.** In the case of those nominated in Category 5 (Adjunct), and Category 6 (Teaching Assistant) at least two semesters worth of evaluations are needed. [For TAs, Where student evaluations are not available, the department may substitute letters of recommendation from students (minimum five) and professors."

7. **SOLICITED LETTERS FROM STUDENTS AND/OR COLLEAGUES**, testifying to a nominee’s excellence as a teacher. The committee values such letters highly, especially if they contain distinctive and specific information about a nominee’s teaching accomplishments. **The candidate may supply names to the department committee, but the letters should be solicited by and returned to the chair of the committee, and should not be shared with the candidate. Letters will be removed from the dossier before it is returned to the candidate.**

8. **COMPLETE SETS OF STUDENT EVALUATIONS** of courses taught in the category of nomination. For full-time nominees (tenured/tenure track and special or university lecturers), evaluations for at least the six most recent semesters should be submitted; for adjuncts and teaching assistants, evaluations for at least two of the most recent semesters should be submitted. [See section 6 above re. TAs.]
9. **APPENDIX (optional)** – Please begin this section with a listing of its contents and a brief explanation for the inclusion of the particular contents.
   a. Copies of *Education-Related Publications*, including any newspaper and magazine articles, written by others, that refer to the nominee’s teaching activities, and any articles, book chapters, texts, or exhibition materials related to teaching, that were written or developed by the nominee.

   b. **Any Other Pertinent Materials** that nominees may wish to add to the Appendix, such as exams and paper assignments, samples of student work, term projects, bibliographies, samples of lecture notes, and handouts, especially from the last three years of teaching.
PART 2: AWARD CATEGORIES

There are ten award categories for excellence in teaching. **Recipients of awards in the first nine categories listed below each receive $1500.** All award winners receive certificates and are honored at the University Convocation at the beginning of the following academic year.

In some cases the University committee may also designate nominees for **Honorable Mention** in one or more of the first nine categories, and these faculty members are also honored at the University Convocation Ceremony. Since no honorarium is given for this award, recipients may be re-nominated for teaching awards by their departments at any time, subject to the other provisions in the Eligibility Criteria below.

1. **Excellence in Lower Division Undergraduate Instruction by Tenured/Tenure Track Faculty**
2. **Excellence in Upper Division Undergraduate Instruction by Tenured/Tenure Track Faculty**
3. **Excellence in Graduate Instruction by Tenured/Tenure Track Faculty**
4. **Excellence in Instruction by University Lecturers, Senior University Lecturers and/or Program Directors**
5. **Excellence in Instruction by Adjunct Faculty**
6. **Excellence in Instruction by Teaching Assistants**
   This award is intended for teaching assistants performing in a teaching role. Candidates are strongly encouraged to provide student evaluations if available.
7. **Excellence in Teaching Honors Courses**
   Candidates for this award should present evidence demonstrating an additional commitment to enriching the classroom experience for Albert Dorman Honors College students, describing how the Honors courses they teach differ from traditional courses within the same area/discipline.

8. **Outstanding Professional Development in Teaching by Tenured Faculty**
   This award is given to tenured faculty members who have demonstrated significant documented achievement in teaching effectiveness and innovation over a substantial period of time. Candidates should explain in their personal statements of educational philosophy how and why they believe they have successfully achieved a marked level of professional development as a teacher. Documented examples of overall influence in education, such as evidence in research in education and dissemination of such research, is strongly encouraged.

9. **Excellence in Innovative Teaching** – This category is designed to recognize outstanding achievement of innovative approaches to teaching such as team taught, interdepartmental, multidisciplinary courses and/or non-traditional teaching methods. This category is open to all
NJIT faculty and teaching staff. Non-NJIT faculty and staff may be included as part of a team nomination, but at least one team member must have his/her primary appointment at NJIT. Normally, a team nomination should be limited to three people. For team nominations, the honorarium is divided equally among all nominees unless otherwise requested by the NJIT nominee(s). There is no restriction as to the level (e.g. undergraduate/graduate) of courses taught.

Examples of possible mechanisms for nomination would be the following:

1. Team-taught courses such as FED in which the engineering, humanities, and computer science portions are truly integrated.
2. Interdepartmental/multidisciplinary courses in which faculty members from two or more departments co-teach course(s).
3. Courses in which NJIT faculty members co-teach a course with non-NJIT faculty at another national or international university.
4. Courses taught using non-traditional methods (e.g. distance learning, web-based interfacing of experiments).

The above list is not meant to be exclusive. Other mechanisms that meet the general requirements described above are encouraged. In the case of interdepartmental nominations, the Department Excellence in Teaching committees should work together to provide the required and recommended supporting materials. Each departmental committee may nominate only one team for this category but should provide supporting material for departmental members who are part of an interdepartmental team.

In cases of team nominations, a dossier for each member of the team should be included. However, only include individual course evaluations and teaching materials which are directly related to the team's efforts. A team dossier must address the following points in addition to the normal submission requirements of Excellence in Teaching Awards:

1. What is the role of each member of the nominated team?
2. What is the impact of the team's teaching on NJIT and its students?
3. What is innovative about the team's pedagogy, approach, course design, etc.?

In cases of multidisciplinary teaching, the multidisciplinary nature of the teaching must be documented and described. In particular, how are the different disciplines integrated into a unified course? In cases of non-traditional teaching methods, the non-traditional nature of the teaching methods must be described, and their impact on students must be stated. A comparison (if applicable) with traditional methods would be helpful.

Special Commendation for Excellence in Teaching and/or Teaching-Related Activities
From time to time, the Excellence in Teaching Awards Committee may acknowledge exceptional contributions made by faculty to the academic life of the NJIT community and/or the lives of others.
PART 3: ELIGIBILITY CRITERIA

1. To be eligible for nomination for an Excellence in Teaching award, **full-time faculty members** (tenured, tenure track, and university lecturers/senior university lecturer) must have taught at NJIT for a **minimum of six semesters** preceding the semester of nomination. **Teaching assistants** who have taught two or more semesters prior to nomination are eligible in their respective categories.

2. Co-Chairs and members of the University Excellence in Teaching Awards Committee are ineligible for the awards during their period of service on the committee. Master Teachers are also ineligible for the awards unless it is for novel accomplishments since receiving the designation of Master Teacher.

3. Each department may nominate only one person in each award category. If an individual is nominated by a department in two different categories, two separate dossiers must be submitted, each pertaining strictly to the teaching activities within the given category. However, an individual may not win more than one award for teaching excellence each year. A list of previous awardees is included in Appendix 3.

4. No person who has received an award in one of the first six categories can be nominated for another award within a **five-year period in the same category** (a winner in 2009 cannot be nominated until 2014) or within a **three-year period in a different category among the first six categories** (a winner in 2009 cannot be nominated until 2014). A list of previous awardees is included in Appendix 3.

5. The preceding time limit does not apply to nominees in the Excellence in Professional Development (category 7) and Innovative Teaching (category 8) categories. Past winners in the other categories are eligible to receive an award in these categories without a waiting period, and past winners in these categories are eligible to receive an award in any of the other six categories without any waiting period. Past winners in these categories may not receive another award in the same category within a three-year period. A list of previous awardees is included in Appendix 3.

6. “Special Commendation” awards (category 9) and “Honorable Mention” citations do not disqualify their recipients for immediate re-nomination in any of the first eight award categories.
PART 4: PROCEDURES FOR NOMINATION OF CANDIDATES

1. Each school or department must establish a nominating committee consisting of a minimum of three members of the faculty and instructional staff. Previous teaching excellence awards winners and senior faculty are recommended. Members of department nominating committees may be nominated for teaching awards. Current members of the University Excellence in Teaching Committee may not serve as chair on departmental nominating committees. Department Chairs should not serve on the departmental EIT Committee. [This exclusion may be waived in exceptional circumstances at the discretion of the Institute EIT Committee.]

2. Each school or department must submit the names of their respective nominating committee members and chairs to the University Excellence in Teaching Awards Committee through the Office of the Provost by the deadline set in the attached calendar.

3. Department nominating committees must submit the names of nominees, in each category, to the University Excellence in Teaching Awards Committee through the Office of the Provost by the deadline set in the attached calendar. Student participation in the nomination process is strongly encouraged.

4. Departments must notify all nominees of their nomination in writing prior to submission to the University committee. The notification letter should inform nominees that, in accepting this nomination, they agree to provide their teaching evaluation forms, course syllabi, and other relevant documentation to the department nominating committee, which will assist them in the preparation of a complete dossier, and that these materials will also be submitted to the University Excellence in Teaching Awards Committee.

5. The Chairs of the department nominating committees must submit to the University Excellence in Teaching Awards Committee, through the Office of the Provost, the final dossiers (in the required format) for all nominees in their departments by the deadline set in the attached calendar. It is strongly recommended that a copy of the dossier be kept by the candidate in the unlikely event that a dossier is misplaced. The University committee will only accept material from nominees that has been submitted to the Office of the Provost by the department nominating committees, including letters of support. Submissions received after the deadline set in the attached calendar will not be considered by the University Excellence in Teaching Awards Committee.

6. The University Excellence in Teaching Awards Committee will evaluate all dossiers and submit their recommendations to the Provost by the deadline set in the attached calendar.

7. The Provost will write to all award winners and nominees, and will send out a general announcement to all nominating committee chairpersons, department chairpersons, and deans, by the deadline set in the attached calendar.
## Appendix 1
### EXCELLENCE IN TEACHING AWARDS CHECKLIST

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover letter (department committee)</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>2</td>
<td>Support letter (department chair)</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>3</td>
<td>Abbreviated CV</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>4</td>
<td>Personal statement of educational philosophy</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>5</td>
<td>Summary of courses taught</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>6</td>
<td>Summary of student evaluations</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>7</td>
<td>Letters of support</td>
<td>YES: ___ NO (explain):</td>
</tr>
<tr>
<td>8</td>
<td>Student evaluations</td>
<td>YES: ___ NO: ___</td>
</tr>
<tr>
<td>8a</td>
<td>Education related publications</td>
<td>YES: ___ NO: ___</td>
</tr>
<tr>
<td>8b</td>
<td>Other pertinent materials</td>
<td>YES: ___ NO: ___</td>
</tr>
</tbody>
</table>

List these items here:

Include explanations for any missing required materials below:
From: Prof. J. Doe  
Dept. of XYZ  
Excellence in Teaching Committee  
New Jersey Institute of Technology  
Newark, NJ 07102  
To: J. Jones  
Re: Nomination of Prof. Hale for Excellence in Teaching Award

Ms. Jones:

NJIT highly values the quality teaching of its faculty. In order to recognize the teaching accomplishments of its faculty, NJIT annually recognizes selected members of its faculty with Excellence in Teaching Awards.

This year, Prof. Hale has been nominated by the Department of XYZ to receive this prestigious award in the category of . As part of the nomination process, we are soliciting letters of recommendation from Prof. Hale's former students who can describe the impact that Prof. Hale has had on their education at NJIT. If you are willing and able, we ask that you write such a letter on Prof. Hale's behalf. Your letter will be kept confidential.

In your letter, please indicate how long and in what capacity (for example HSS 101 Professor) you have known the nominee. Your letter should detail the nominee’s excellence as a teacher, particularly Prof. Hale’s accomplishments with respect to (place category here). The Awards Committee values such letters highly, especially if they contain distinctive and specific information about a nominee’s teaching accomplishments. While you are free to include any information you feel is appropriate in the letter, some items that you may wish to discuss are:

- Has the nominee significantly impacted your education at NJIT? In what way?
- What is distinctive or innovative about the nominee's teaching?
- What are the nominee's strengths and weaknesses as a teacher?
- Compared to other teachers you have had at NJIT, how does the nominee compare?

NJIT thanks you for taking the time to evaluate the nominee. If you have any questions, please contact me at 973-596-0000 or via email at doe@njit.edu. The letter should be returned to me at the above address by March X, 2005.

Sincerely,

Prof. J. Doe
From: Prof. J. Doe  
Dept. of XYZ  
Excellence in Teaching Committee  
New Jersey Institute of Technology  
Newark, NJ 07102  
To: Prof. Smith  
Re: Nomination of Prof. Hale for Excellence in Teaching Award

Prof. Smith:

NJIT highly values the quality teaching of its faculty. In order to recognize the teaching accomplishments of its faculty, NJIT annually recognizes selected members of its faculty with Excellence in Teaching Awards.

This year, Prof. Hale has been nominated by the Department of XYZ to receive this prestigious award in the category of _______________________. As part of the nomination process, we are soliciting letters of recommendation from Prof. Hale's colleagues who can describe the impact that Prof. Hale has had on education at NJIT. If you are willing and able, we ask that you write such a letter on Prof. Hale's behalf. Your letter will be kept confidential.

In your letter, please indicate how long and in what capacity you have known the nominee. Your letter should detail the nominee’s excellence as a teacher particularly Prof. Hale’s accomplishments with respect to (place category here). The Awards Committee values such letters highly, especially if they contain distinctive and specific information about a nominee’s teaching accomplishments. While you are free to include any information you feel is appropriate in the letter, some items that you may wish to discuss are:

- Has the nominee significantly impacted education at NJIT? In what way?
- What is distinctive or innovative about the nominee's teaching?
- What are the nominee's strengths and weaknesses as a teacher?
- Compared to other teaching faculty at NJIT, how does the nominee compare?

NJIT thanks you for taking the time to evaluate the nominee. If you have any questions, please contact me at 973-596-0000 or via email at doe@njit.edu. The letter should be returned to me at the above address by March X, 2005.

Sincerely,

Prof. J. Doe