School of Education Distinguished Faculty Award for Excellence in Teaching

1. **Purpose**

   This annual award recognizes, encourages, and rewards outstanding teaching within the School of Education of Loyola University Chicago. Outstanding teachers may include individuals whose command of their respective discipline, teaching approaches, pervasive caring, communication skills, and commitment to the learning process exemplify the meaning of the teacher/mentor in its highest sense. This award is designed to recognize faculty who maintain high expectations of their students, ensure academic rigor in their courses, recognize their responsibility in motivating their students, and in contributing to the overall development of their students as learners and as educational professionals.

2. **Eligibility**

   Any full-time clinical or tenure line faculty member within the School of Education is eligible to be nominated for the Award. At a minimum, faculty nominees must have taught for at least three full years in a full-time position within the School of Education (e.g., they can be nominated in their fourth year). Past recipients of this award are eligible for re-nomination provided a span of at least 5 years has passed since receiving the award. Faculty not selected may be nominated again in subsequent years. Faculty elected to serve on the Awards Committee are not eligible to be nominated for the Award during their term of office on the Committee.

3. **Criteria**

   The following criteria are offered as areas for consideration by the Committee:

   - Demonstrates a dynamic classroom presence that inspires interest and enthusiasm among students for the subject and in their continued learning;
   - Understands factors that enhance student learning and focuses instruction on students as learners;
   - Creates conditions for a collaborative community of learners including a learning environment where students feel comfortable in discussion, raising questions and offering positions that may differ from those of the instructor or classmates;

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1 The SOE Academic Council approved the establishment of this award on March 19, 2010.
• Utilizes creative and innovative teaching approaches to foster student learning;

• Provides care, respect, and support for students beyond the ordinary, including being available to meet with students outside of class for advising;

• Embodies the Jesuit ideal including setting high standards and expectations for students, enhancing critical thinking and problem solving skills, and adhering to the principle that knowledge must be put to the benefit of humanity;

• Demonstrates subject matter expertise and currency; communicates in clear and effective ways that advance student learning; organizes and prepares effective classroom instruction;

• Provides informative, constructive, and timely feedback to students on their learning progress;

• Demonstrates self-interest in continued professional development about one's own teaching and about student learning that informs future course planning and teaching.

4. Faculty Awards Committee

A. Faculty Awards Committee will consist of eight members (5 full-time faculty, 1 full-time undergraduate student, 1 full-time graduate student, and 1 full-time staff member).

B. Faculty members on the Faculty Awards Committee will represent each affinity group within the SOE and be selected by the faculty in each affinity group with the exception of the Chair of the Awards Committee who must be a tenured faculty member and will be elected by all faculty at the first general meeting of all SOE faculty at the start of the academic year. The Chair will serve as his or her affinity group representative.

C. Student members will be identified and selected by the student membership of the Student Development Committee of the School of Education using a process that the Student Development Committee establishes.

D. The staff representative will be selected by the SOE staff using a process that the staff establishes.

E. Faculty terms on the Committee include two years of service. Initially, 50% of the faculty representatives will serve a term of one year and the remaining faculty will serve two years. The elected faculty chair will serve a two year term.
5. **Nomination and Selection Process**

   A. Any student, faculty, staff member or SOE alumnus/a may nominate an eligible faculty member for the Teaching Award by submitting electronically to the Chair of the School of Education Faculty Awards Committee a letter of nomination (not to exceed 3 pages) that addresses the award criteria. The letter should indicate that the faculty member is willing both to accept the nomination and to provide additional materials in confidence to the committee. The Chair of the Awards Committee is responsible for widely publicizing the Call for Nominations for this award among faculty, current students, alumni, and staff.

   B. Depending on the number of nominations received, the Awards Committee may decide to establish procedures for a preliminary screening of nominees. Those nominees advanced for full consideration will be invited to submit more substantial documentation for review.

   C. The committee chair will contact nominees and invite each to provide information about teaching from among the following types of information. The Awards Committee may determine a) which types of information to seek and b) the indicators of quality and the weight to be assigned in reviewing documents submitted.

   1. A current curriculum vita;
   2. A statement of the nominee's teaching philosophy (not to exceed 3 pages);
   3. A chronological list of courses taught by the nominee over the past three years including numbers of students enrolled and brief description of any courses taught that have been newly developed and or substantially revised by the nominee;
   4. A summary table of quantitative student course evaluation data for the courses offered in the last three years;
   5. A course syllabus for up to three different courses offered within the past three years;
   6. Letters of recommendation from two current students and two alumni. Nominees should solicit letters directly but request that the students and alumni email their letters to the Chair of the Awards Committee. The letter writers should be sent a copy of the award announcement and criteria to assist them in their letter writing.
   7. When feasible, written reports of peer evaluations of teaching;
   8. When feasible, evidence of quality supervision of student research.

6. **Timeline**

   The Awards Committee will determine a reasonable calendar for submission of nomination letters and other documents including the selection and notification processes for the award recipient each academic year.
7. **Integrity of the Process**

   All materials submitted to the Awards Committee and deliberations of the committee will be held in strict confidence so as to ensure the integrity of the process and the privacy of those nominated.

8. **Announcement of Award and Recognition**

   A. The decision of the Faculty Awards Committee is final. The Committee has responsibility to notify the award recipient and to communicate the name of the recipient to the Dean of the School of Education.

   B. The Award recipient will receive a cash award of $1,500 and an appropriate certificate of achievement (or other appropriate symbol such as a plaque, etc.). The recipient will be publicly recognized at the Provost's Faculty Convocation and in SOE communications both to internal and external stakeholders (i.e., current students, staff, and faculty; alumni).