

NAZARETH UNIVERSITY

Teaching Excellence Awards 2023 - 2024

Excellence in teaching is integral to the mission of Nazareth University, and as such merits recognition. Awards will be presented annually to one full-time faculty and one adjunct faculty. These awards are institutional recognition and a monetary acknowledgement of the substantial efforts that faculty devote to their work in areas such as the quality of teaching, interest and use of innovative pedagogies, exploration of teaching techniques and outcomes, relationships with students and mentoring of peers. The award amount for full-time faculty will be \$1000.00 and adjunct faculty \$500.00.

Nominations Process: These awards are open to full-time and adjunct faculty who have completed at least two semesters of teaching at Nazareth University. Nominations from faculty members and students must be received by **Monday, January 29th** using this link [Nazareth University Teaching Excellence Awards Nomination](#). No self-nominations will be accepted. Nominated faculty will be notified by the Office of the Provost by **February 15th**. Faculty members who decide to proceed to the submission process must complete the process in its entirety.

Submission Process: Faculty who accept the nomination must submit an electronic packet to Laura Putnam (lputnam4@naz.edu) as a single PDF (unless otherwise specified) by **Monday, March 4, 2024**. This packet includes:

Full time faculty:

- Statement of teaching philosophy (no longer than 1.5 pages).
- Two recommendation letters from Nazareth University colleagues, at least one of which must come from outside the faculty member's home department or in the case of SOE and SOM, outside your School.
- Two peer observations of teaching using the Peer Observation Form, unless already in the possession of the nominee: [Peer Observation Feedback Form](#), which may be completed by a TIIL Fellow or the Director of Professional Learning, Innovation, & Creativity
- Four recommendations from students using the Teaching Award Student Recommendation Form. **Nominees should provide Laura Putnam the names of at least eight students from whom recommendations can be requested by February 21, 2024.** *Recommended students may not currently be enrolled in a class with the nominee. Students will be contacted by Laura Putnam. Faculty should not reach out to students in advance.*
- *Confidential Letter from faculty member's Chair (for full-time faculty) that has been reviewed and endorsed by the Dean by **March 7, 2024**. (Under separate cover).*

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Adjunct faculty:

- Statement of teaching philosophy (no longer than 1.5 pages)
- Two recommendation letters from colleagues at Nazareth University
- At least one peer observation of teaching using the Peer Observation Form unless already in the possession of the nominee: [Peer Observation Feedback Form](#), which may be completed by a TIL Fellow or the Director of Professional Learning, Innovation, & Creativity
- Four recommendations from students using the Teaching Award Student Recommendation Form. **Nominees should provide Laura Putnam the names of at least eight students from whom recommendations can be requested by February 21, 2024.** *Recommended students may not currently be enrolled in a class with the nominee. Students will be contacted by Laura Putnam. Faculty should not reach out to students in advance.*
- Confidential Letter from faculty member's Chair by **March 7, 2024**. (Under separate cover).

Review Committee: The review committee will be composed of faculty from each college; one representative from the Faculty Development Committee and the Director of Professional Learning, Innovation, & Creativity. After the first year, the previous year's winner will be included and can serve as the appropriate college/school representative. Committee members will serve a three year term.

Review Process: The committee will receive the submission packet by March 11, 2024. The committee will nominate one awardee per category. The awardees will be notified by April 8, 2024 and will be honored at the Teaching Excellence – Student Success Awards Ceremony on April 18, 2024