

To: All faculty

From: Kathleen O'Connell  
Assistant Vice Chancellor for Faculty Affairs

Date: January 29, 2008

**Subj: Leepoxy Teaching Award**

Nominations are invited for the teaching award established by Lawrence Lee, President of Leepoxy Plastics, Inc.

All full-time and part-time faculty who teach undergraduate courses at IPFW are eligible for the award. Faculty may self-nominate or be nominated by another individual.

Guidelines for submitting a nomination dossier are at [www.ipfw.edu/vcaa/resources/default.shtml](http://www.ipfw.edu/vcaa/resources/default.shtml) . The nomination must not exceed six single-spaced pages, in 12-point font with one-inch margins on all sides. The cover sheet, CV, and supporting materials are not counted as part of the six pages.

Five copies of the nomination dossier are due to me (KT 174) by Monday, March 17, 2008.

Please feel free to email me with questions at [connell@ipfw.edu](mailto:connell@ipfw.edu).