

Senate Document SD 94-17  
(Approved, 1/9/1995)  
(Amended and Approved, 12/13/2004)

To: Fort Wayne Senate  
From: Faculty Affairs Committee  
Date: December 12, 1994  
Subj: Teaching Award for Associate Faculty  
Disposition: To the Vice Chancellor for Academic Affairs for Implementation

WHEREAS: The faculty of Indiana University Purdue University Fort Wayne are expected to be effective teachers and to demonstrate a significant commitment to teaching; and

WHEREAS: Forms of recognition for full-time faculty who demonstrate teaching excellence include increments, promotion to a higher rank, and campus or system-wide teaching awards; and

WHEREAS: There have been no special forms of recognition for associate faculty who demonstrate teaching excellence;

RESOLVED: That the Senate approve the attached document outlining procedures and criteria for an annual teaching award for associate faculty.

**IPFW ASSOCIATE FACULTY TEACHING AWARD**  
**Recognizing Teaching Excellence by Associate Faculty**

To reaffirm the value placed on effective teaching at Indiana University-Purdue University Fort Wayne, and to recognize and reward the contributions of excellent associate faculty, we have established the IPFW Associate Faculty Teaching Award, to be conferred annually, for excellent teaching by associate faculty. The award is funded by contributions from full-time faculty. The awardee will receive a certificate of recognition and a one-time cash award in the amount of \$500, presented at the annual honors convocation in October.

Nomination dossiers should be submitted to the Chair of the Faculty Affairs Committee by March 15 of each year. The decision will be made by a committee consisting of the Voting Faculty members of the FAC and two most recent, available Associate Faculty Teaching Award recipients. Candidates who were nominated but not selected for an award can be renominated the following year.

**Criteria and guidelines for preparing nominations**

- To be eligible for nomination, associate faculty should have taught at IPFW for at least five semesters.
- Nominations may be made by any faculty member, and must be submitted to the review committee through the appropriate department chair, dean, or division director. Individuals may not self-nominate.

The nomination dossier should include the following:

1. A letter of nomination (and, when the nominator is not the department chair, dean, or division director, a statement from that administrator endorsing the nomination). The letter should explain what it is that makes the nominee an excellent teacher, and not simply a competent or popular one.
2. The nominee's CV.
3. A list of courses taught by the nominee at IPFW, by semester and enrollment.
4. Several measures of teaching effectiveness, such as:
  - a summary of student evaluations for courses taught (with a statement of how and by whom the summary was prepared);
  - the nominee's self-evaluation;
  - copies of course syllabi, handouts, exams, and other teaching materials developed by the nominee, or descriptions of successful original techniques used by the nominee in class;
  - reports from students that indicate the nominee's effectiveness as a teacher (if these reports were solicited, indicate by whom and under what circumstances);

- contributions to course or curriculum development;
- reports of observation visits to the nominee's classroom by colleagues (either full-time or part-time faculty) and/or the supervisor of the nominee (e.g., coordinator of multiple-section courses, department chair);
- other evidence that supports the nomination. For example, teaching-related service and presentations or publications related to teaching may be used as supporting evidence of effective teaching.

These guidelines shall be reviewed annually by the Faculty Affairs Committee.