Full-Time Lecturers Distinguished Teaching Award

Award Overview
The Division of Academic and Student Affairs at Eastern Michigan University is committed to providing encouragement and incentives in support of outstanding teaching achievements. Towards this end, the Division will honor full-time lecturers who have distinquished themselves as outstanding teachers with an award to be presented at the Distinguished Contributions Awards Ceremony. The selected recipient will receive a $1,000 one-time, lump-sum award (not included in the lecturer's base salary), and a plaque commemorating his or her achievement. Anyone who was a full-time lecturer during both the 2017-2018 and 2018-2019 academic years is eligible to receive this award, with the exception of any of the previous five award periods (awarded in 2014, 2015, 2016, 2017, or 2018).

Nomination Process and Deadlines
Eastern Michigan University administrators, faculty, full-time lecturers and/or any group of three (3) students per nomination are eligible to submit nominations to the online nomination portal. Full-time lecturers may also nominate themselves.

Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
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<tr>
<td>December 1, 2018 – January 13, 2019 at 11:59pm</td>
<td>Nominations are submitted online* at <a href="https://emich.infoready4.com">https://emich.infoready4.com</a> for review by the Selection Committee. A member of the Selection Committee will acknowledge the submission of the nominations, through the online system, within one (1) week of the January 13, submission deadline.</td>
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<td>January 14, 2019 – January 31, 2019</td>
<td>The Committee members will review the materials.</td>
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<td>By February 1, 2019</td>
<td>The Committee submits a recommendation for the award to the Provost. Applicants will be notified in writing of the Provost’s decision. Award winners will be recognized March 27, at the award ceremony.</td>
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Committee and Review Process
The EMU-FT Lecturers Distinguished Teaching Award Review and Selection Committee (hereetofore referred to as “the Committee”) will consist of members of EMU-FT, and will be chaired by a member of the Committee as selected by a majority vote of the Committee members. Full-time Lecturers serving on the Committee will consist of those who are ineligible or have chosen not to be nominated for the award for the academic year to which this awards nomination form pertains. The EMU-FT Member Council will work with the Union Council to select the members of the Committee. Any Lecturer that is interested in serving on the Committee, and is willing to forego the ability to be nominated for an award for the academic year to which this awards nomination form pertains should contact Tim Allen, EMU-FT Union Organizer, at either EMUFTorganizer@gmail.com or (734) 487-5448. The Committee will meet to discuss the nominations, vote and select the award recipient. The Committee members will receive the expectations and criteria for this teaching award from the Committee Chair. The Committee shall recommend an awardee to the Provost.

Criteria:
A nomination packet must be submitted online* at https://emich.infoready4.com and contain all the required information in order for the nominee to be considered. It is the responsibility of those presenting the nominations to provide supporting data. Nominators are asked to please focus the nomination on the information relevant to the nominee’s teaching skills and achievements. A ranking will be applied to the information based upon these criteria:

- Mastery and understanding of the field.
- Ability to communicate a passion for learning to students, and to honor and nurture that passion in students
- Ability to teach in ways that respect both the stated objectives of a course and the particular abilities, interests, and goals of students in a course
• Ability to inspire students to think critically; to facilitate students’ ability to extend their learning beyond their prior knowledge and develop a more comprehensive view of the field, themselves, and the world
• Creative and innovative use of human and material resources to help students extend their learning
• Commitment to students outside the classroom, including such activities as tutoring, mentoring, advising, and sponsoring a student group

The selection committee will not accept late applications, and applications are only valid for the year submitted.

**Nomination Materials**
Nomination materials must be submitted online at [https://emich.infoready4.com](https://emich.infoready4.com)* and must include:

• Cover sheet (online fillable form in InfoReady)
• Personal Narrative (2-4 pages, double-spaced, plus explanatory and supportive documentation) addressing:
  1. Philosophy of teaching with carefully explained teaching innovations
  2. Commitment to students in the classroom and in the EMU community
  3. Summaries of course and curricular innovations developed/used by the nominee
  4. Professional development activities connecting directly to classroom practices (note that professional development activities should connect directly to classroom practices and could occur in relevant community activities, EMU professional development programs, and/or relevant academic courses)

• A current CV
• Representative syllabi from two different courses
• Letters of support from individuals who are familiar with the nominee’s teaching credentials and performance, for example: students, colleagues, department heads, school directors
• Yearly evaluations by department heads/school directors/faculty
• Quantitative data from all student classroom evaluations for the 2017-2018 academic year

Applicants may also include:
• Quantitative data, including, but not limited to, student classroom evaluations, for a period of up to five years ending at June 30, 2018
• Letters of support from outside EMU
• Evidence of service to EMU
• Evidence of research/scholarship

Additional relevant materials may be included.

*Nominators can log in using emich.edu credentials. Also, Nominators do not have to complete the nomination in one sitting—nomination packages can be started, saved, and then completed at another time.

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