

2021 EMU-FT Part-Time Lecturers Distinguished Teaching Awards Guidelines and Nomination Form



I. 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 Part-Time Lecturers who have been nominated as distinguished teachers at the Distinguished Contributions Awards Ceremony.

Six Distinguished Part-Time Lecturers will be awarded as follows:

- Two Part-Time Lecturers from the College of Arts and Sciences
- One Part-Time Lecturer from the College of Business
- One Part-Time Lecturer from the College of Education
- One Part-Time Lecturer from the College of Health and Human Services
- One Part-Time Lecturer from the College of Technology

The selected recipients will receive official University recognition of their classroom achievement and teaching excellence. Eligibility for nomination of an EMU-FT Part-Time Lecturers Distinguished Teaching Award applies to all Part-Time Lecturers (as defined by the EMU/EMU-FT collective bargaining agreement) who completed any two or more semesters of part-time teaching at Eastern Michigan University either

- During the fiscal year July 1, 2020 - June 30, 2021, or
- Across the fiscal years of July 1, 2019 – June 30, 2020 and July 1, 2020 – June 30, 2021, and taught at least one semester in each of those fiscal years.

Individuals may receive the award in multiple years, though not within three years of having previously won the award.

II. Nomination Process and Deadlines

Eastern Michigan University administrators, tenured/tenure-track faculty, Full-Time or Part-Time Lecturers, and/or students may nominate a Part-Time Lecturer for this award, individually or as a group, to the Eastern Michigan University Federation of Teachers. Part-Time Lecturers may also nominate themselves.

a. Timeline

November 16, 2021 – January 24, 2022 at 11:59pm	Nominations are submitted online* at https://emich.infoready4.com 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 24 , submission deadline.
January 25, 2022 – February 7, 2022	The Committee members will review the materials.
By February 14, 2022	The Committee submits a recommendation for the award to the Provost. Applicants will be notified in writing of the Provost's decision.

b. Committee and Review Process

The EMU-FT Part-Time Lecturers Distinguished Teaching Award Review and Selection Committee (heretofore referred to as "the Committee") will consist of members of EMU-FT and will be chaired by a member of the Committee that is selected by a majority vote of the Committee members; Part-Time Lecturers serving on the committee will consist of those who are ineligible or have chosen not to be nominated for a Part-Time Lecturers Distinguished Teaching 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.

III. Nomination Materials

a. Criteria

A nomination packet will contain all of the following required information in order for the nominee to be considered. It is the responsibility of the nominee and the individual(s) presenting the nomination to provide supporting data. Nominees and nominators are asked to strictly focus the supporting documentation/information of the nomination on 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/discipline being taught
- Ability to communicate a passion for learning to students, 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 promote creative and critical thinking; 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

The EMU-FT Part-Time Lecturers Distinguished Teaching Awards Review and Selection Committee will not be able to consider late applications, and applications are only valid for the year submitted.

b. Nomination Materials

Upload the nomination materials. All nomination material elements should be combined into one pdf file. The name of the pdf must be applicant's last name, first name, award and year. Example: Smith_John_Part Time Lecturer_2021

Nomination materials must be submitted online* at <https://emich.infoready4.com> and must include:

1. Cover sheet (online fillable form in InfoReady)
2. Personal Narrative (2-4 pages, double-spaced, plus explanatory and supportive documentation) addressing:
 - Philosophy of teaching with carefully explained teaching innovations
 - Commitment to students in the classroom and in the EMU community
 - Summaries of course and curricular innovations developed/used by the nominee
 - 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)
3. A current CV
4. Representative syllabi from each course taught during the fiscal year(s) under which the nominee taught in order to qualify for award consideration. If multiple sections of the same course are taught within the same semester, nominator need only submit one syllabus per course per semester. Please observe the following in determining which syllabi to submit: if nominee taught at least two semesters during the fiscal year July 1, 2020 – June 30, 2021 then please only submit syllabi for each course taught during the fiscal year July 1, 2020 – June 30, 2021 (semesters of SU(3) '20, FA'20, WI '21, and SU(1) and/or SU(2) '21); if nominee taught during only one semester during the fiscal year July 1, 2020 – June 30, 2021, then please submit syllabi for each course taught during that one semester (SU(3) '20, FA '20, WI '21, or SU(1) and/or SU(2)21), as well as for each course taught during the fiscal year July 1, 2019 – June 30, 2020 (SU(3) '19, FA '19, WI '20, and SU(1) and/or SU(2) '20).
5. Letters of support from individuals who are familiar with the nominee's teaching credentials and performance, for example: students, colleagues, department heads, school directors, program heads/coordinators
6. Formal evaluations by department heads/school directors/faculty (classroom observations, etc.), if any.

Applicants may also include in appendices:

- Quantitative data summary of all student classroom evaluations for up to five years preceding the academic year to which this awards nomination form pertains
- Letters of support from outside EMU
- Evidence of research/scholarship
- Additional relevant materials deemed relevant to illustrate quality of teaching 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.**