Criteria for the 2014-2015 Provost’s Awards of Excellence

Submission Instructions: Please note that the following are general guidelines for applicants and not intended to be all encompassing criteria that each candidate must possess for consideration. Applicants are not expected to address each of the listed criteria in a given category, although to be competitive, candidates will have significant contributions in the identified areas. Candidates are especially requested to provide a discussion of the impact of the activity in their respective area and to provide documentation to substantiate this impact. Candidates must be current Unit A or B faculty.

ALL APPLICATIONS MUST CONFORM TO THE FOLLOWING GUIDELINES. APPLICATIONS NOT IN COMPLIANCE WILL BE ELIMINATED FROM CONSIDERATION.

Application Limitations:

• Narrative – no more than five (5) pages, single spaced and single sided – be sure to state the impact on university, students and community

• Ten (10) single sided pages of supporting documentation. Whenever applicable, such as in the case of performing/creative works, faculty may submit multi-media materials such as DVDs, CD-ROMs, etc. as part of their supporting documentation. For each DVD or CD-ROM submitted, the number of pages of supporting documentation should be reduced by the number of items represented on the disc. DVD or CD-ROM submissions should not contain multipage works, such as journal articles or books.

• Each application must contain a stipulated appendix outlined below.

• Up to three (3) letters of support from deans, chairs, peers or students – letters of support from these individuals do not count towards your 10 page limit of supporting documentation. These must be included with packet at the time of submission. Each letter of support should not exceed two (2) pages.

Application Requirements:

• Avoid the use of technical language or jargon. Committees are comprised of faculty from diverse academic backgrounds. If technical jargon is required, define the terms

• The period of review is limited to August 1, 2011 through July 31, 2014. These dates must be strictly adhered to. Activities started but not completed during this time frame should be clearly designated. Further, activities started prior to the time frame, but completed during the time frame, should also be clearly designated.

• Use one-inch margins on all sides, use a 12-point font

• Each section should be clearly labeled. Organize content in reverse chronological order by area.

• Provide a cover sheet, which includes your college and department affiliation.

• Furnish an outline of your portfolio activities with each category being a major heading followed by a summary of the activity and the associated dates in reverse chronological order. The stipulated appendix should cover all areas of teaching, research and service and not limited to the award category. This section is referred to as the stipulated appendix. A sample stipulated appendix is available for review at http://wiu.edu/CITR/pdf/Stipulated_Appendix.pdf.

Application Submission:

• A completed, signed and dated “Submission Checklist” (on following page) must accompany your original application. A copy of the same should be submitted with each of the 7 (seven) copies of your entire application packet.
• Submit one (1) original and seven (7) copies of your entire application packet to CITR, 637 Malpass Library.

• Deadline: **August 21, 2015**

*PLEASE PAY SPECIAL ATTENTION TO PAGE LIMITS AND PARTICULARLY THE PERIOD UNDER REVIEW*
Submission Requirements:

☐ Items submitted are within the Period of Review: August 1, 2011, thru July 31, 2014.

☐ Narrative is no more than five (5) pages single-spaced and single sided.

☐ No more than ten (10) pages of supporting documentation in addition to the stipulated appendix (details below).

☐ Each CD or DVD represents only one artifact or exhibit.

☐ Each section is clearly labeled and content organized in reverse chronological order by area.

☐ All margins are one-inch on all sides, font used is 12-point.

☐ Cover sheet includes college and department affiliation.

☐ Application includes stipulated appendix furnishing an outline of application activities. Major headings for each category are followed by a summary of the activity, and the associated dates are in reverse chronological order.

☐ Application includes one (1) original and seven (7) copies of the entire application packet. Each application includes this signed and dated “Submission Checklist.” Packet was submitted to CITR, 637 Malpass Library, on or before August 21, 2015 before 4:30 p.m.

☐ Philosophy is clearly stated and is designated with an appropriate heading.

Notes/Comments:

I understand that if my application is incomplete or fails to meet the checked criteria above, it will be disqualified.

________________________________________
Print Name

________________________________________
Signature  Date
The Provost Awards were created to exemplify where someone has truly excelled in this category. Exhibits should demonstrate how the applicant has gone above what is expected. Please include one page, outside the narrative, describing your teaching philosophy (NOTE: This does not count toward your page limit). This should be followed by the contributions made in delivering on this philosophy. It is not important to address each of the elements outlined below.

1. Interest and enthusiasm for undertaking teaching and for promoting student learning

2. Ability to arouse curiosity, and to stimulate independent learning and the development of critical thought

3. Ability to present course material clearly and imaginatively

4. Participation in the effective guidance and mentoring of students

5. Method(s) for appropriate assessment, including providing worthwhile feedback to students on their learning

6. Include a syllabus for one course. (NOTE: This does not count toward your page limit.)

7. Ability to assist students to participate and achieve success in their courses

8. Command of the subject matter, including the incorporation in teaching of recent developments in the field of study

9. Participation in professional activities and research related to teaching

10. Involvement in curriculum development

11. Other activities that may not have been addressed by the guidelines stated above

12. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

13. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order.

Examples of appendices that will enhance your packet:

• Demonstration of evidence
• Citation of all documents included
• List course numbers, title, credit hours and any characteristics of the course that may be relevant including: new preparation, graduate-level course, required, elective, etc.
Excellence in Teaching with Technology

The Provost Awards were created to exemplify where someone has truly excelled in this category. Please begin your narrative by briefly stating your philosophy in teaching with technology. This should be followed by the contributions made in delivering on this philosophy. It is not important to address each of the elements outlined below.

1. Draws, incorporates, and discusses current and emerging technologies in course discussion, material presentation, and assessment
2. Participation in disseminating expertise via workshops, presentations, etc.
3. Demonstrated excellence in raising student awareness, understanding, and deployment of technology
4. Demonstrate excellence in enhancing student learning outcomes as a result of deploying technology
5. Demonstrate excellence in creating and teaching in an online learning environment
6. Research contributing to enhanced effectiveness of technology related teaching
7. Participation in other activities that may not have been addressed by the guidelines stated above
8. Testimonials from three students or other professionals.
9. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.
10. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order

Examples of appendices that will enhance your packet:
- Demonstration of evidence
- Citation of all documents included
The Provost Awards were created to exemplify where someone has truly excelled in this category. **Please begin your narrative by briefly stating your philosophy in approaching scholarly/creative/performing/professional activities.** This should be followed by the contributions made in delivering on this philosophy. Individuals applying for Excellence in Scholarly/Creative/Performing/Professional Activities are requested to provide guidance on the significance of each activity that is being submitted. This guidance can include referral information regarding the degree of difficulty for publications, typical acceptance rates, prestige of the activity, etc. All articles, presentations and and/or performances must be completed during the evaluation period. In instances of creative performing activities, applicants are encouraged to provide information on context and significance of the contributions. It is not important to address each of the elements outlined below.

1. Contribution to intellectual environment locally, regionally, nationally, or internationally through excellence in research. Provide author order (if applicable), and tell what contributions the applicant made to the work.

2. Originality/creativity and significance of the research

3. Creative activity, such as performances, exhibits, or design production that is an invited activity of regional, national, or international merit and substantiated with positive reviews

4. Presentations, invited/refereed at conferences and professional meetings at local, state, national, or international forums

5. Professional research activity, such as grants (completed and funded), classroom research, contracts, patents and copyrights, computer software and/or adaptation, technology

6. Service furthering the interests of a professional organization related to the individual’s area of professional expertise. Designate as university, regional, national, or international service.

7. Participation in the publication of a scholarly journal, serving as part of the editorial board.

8. Participation in other activities that may not have been addressed by the guidelines stated above.

9. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.
10. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order.
   Examples of appendices that will enhance your packet:
   - Demonstration of evidence
   - Citation of all documents included
Excellence in University/Community Service

The Provost Awards were created to exemplify where someone has truly excelled in this category. Service includes, but is not limited to, professional appearances, performances, consulting, serving on committees, and participating in recruitment and placement of students.

Please begin your narrative by briefly stating your philosophy for university/community service. This should be followed by the contributions made in delivering on this philosophy. It is not important to address each of the elements outlined below.

1. Sustained meritorious service rendered to the department, college, university, national and/or international communities. Please delineate your compensated service contributions.

2. Service rendered to governmental and non-governmental organizations.

3. The primary criterion should be one of significant contribution/impact. There should be substantial evidence that a nominee’s service activities have had a significant, positive effect. Indicate whether the impact was regional, state or international.

4. Service activities characterized by a continuous commitment to service activities over a period of time as opposed to a one-time major involvement.

5. Participation in other activities that may not have been addressed by the guidelines stated above.

6. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

7. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order.

   Examples of appendices that will enhance your packet:
   • Demonstration of evidence
   • Citation of all documents included
Excellence in Multicultural Teaching

The Provost Awards were created to exemplify where someone has truly excelled in this category. Multicultural teaching focuses on research projects and activities designed to improve practice related to equity issues, intergroup relations, and the achievement of all students.

Please begin your narrative by briefly stating your philosophy to teaching with a multicultural perspective. This should be followed by the contributions made in delivering on this philosophy. It is not important to address each of the elements outlined below.

1. Interest and enthusiasm for incorporating multicultural perspectives into one’s disciplinary courses and for promoting student understanding of these perspectives

2. Interest and enthusiasm for teaching multicultural courses and for promoting student learning in these courses

3. Ability to arouse curiosity and to stimulate independent learning and the development of critical thought in relation to multicultural issues

4. Ability to present multicultural issues cogently and imaginatively

5. Participation in the university’s multicultural initiatives, both curricular and co-curricular

6. Development of appropriate methods of assessing student learning in the area of multicultural education

7. Ability to assist students in participating in and achieving success in their multicultural courses

8. Command of the subject matter, including recent developments in multicultural studies

9. Participation in professional activities and research related to multicultural scholarship and teaching

10. Involvement in multicultural curriculum development and transformation

11. Sustained meritorious input in raising student/faculty/staff awareness of multicultural issues (i.e. via workshops, seminars, et al.)

12. Facilitation of multicultural alliances at the university/college/department levels
13. Service activities that promote the recruitment and retention of historically underrepresented students, faculty, and staff

14. Participation in activities that enhance the campus experience of historically underrepresented students

15. Receipt of major multicultural grants

16. Contributions to enhance the university image in multicultural studies

17. Participation in other relevant activities not addressed by the guidelines stated above

18. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

19. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order.
   Examples of appendices that will enhance your packet:
   • Demonstration of evidence
   • Citation of all documents included
The Provost Awards were created to exemplify where someone has truly excelled in this category. Internationalizing the campus is defined as international linkages through connections such as, but not limited to, study abroad by U.S. students, teaching and working abroad, study by international students and scholars in the United States.

Please begin your narrative by briefly stating your philosophy about internationalizing the campus. This should be followed by the contributions made in delivering this philosophy. It is not important to address each of the elements outlined below.

1. Interest in and enthusiasm for incorporating global perspectives into one’s disciplinary courses and for promoting student understanding of these perspectives
2. Interest in and enthusiasm for teaching international courses and for promoting student learning in these courses
3. Ability to arouse curiosity and to stimulate independent learning and the development of critical thinking in relation to international issues
4. Ability to present international issues cogently and imaginatively
5. Development of appropriate methods in assessing student learning in the area of international education
6. Ability to assist students in participating in and achieving success in their international courses
7. Command of the subject matter, including recent developments in international studies
8. Sustained meritorious service rendered to the department, college, or university, in raising awareness regarding international issues.
9. Sustained meritorious input in raising student/faculty/staff awareness relating to international issues (i.e. workshops, content enhancement, curriculum transformation, etc.)
10. Facilitation of international alliances at the university/college/department levels
11. Service activities on a global scale that include, but are not limited to, professional appearances, performances, and consulting, serving on committees, participating in recruitment and placement of students, and serving to further the interests of a professional organization related to the individual’s area of professional expertise
12. Participation in professional activities and research related to international issues
13. Contributions in curriculum enhancements in the area of international education

14. Contributions in facilitating and enhancing WIU’s international students’ experiences

15. Receipt of major international grant(s)

16. Contributions to enhancing the University image on a global basis

17. Other activities that may not have been addressed by the guidelines stated above

18. For all activities, please specify whether the activity was course related, or if it was a compensated activity (either stipend, or release time). The committee will decide how compensated and uncompensated items compare.

19. Application includes stipulated appendix furnishing an outline of your application activities. Use major headings for each category followed by a summary of the activity and the associated dates in reverse chronological order.
   Examples of appendices that will enhance your packet:
   • Demonstration of evidence
   • Citation of all documents included