

# MICHIGAN STATE UNIVERSITY

## MEMORANDUM

To: CANR Deans, Directors, Chairpersons, Faculty, Staff, and Students

From: Kelly Millenbah, Associate Dean and Director

RE: 2013 CANR Excellence in Teaching Awards

The College of Agriculture and Natural Resources (CANR) is pleased to announce the call for nominations for two (2) teaching excellence awards. Both awards recognize individuals who have demonstrated a commitment to quality scholarship of teaching as evidenced by their contributions to teaching and learning and demonstrated success in these areas. Individuals nominated for these awards must be CANR faculty, academic specialists or instructors who are teaching during the fall, spring or summer semesters of the current academic year. Faculty, staff and students are encouraged to submit nominations; please note that nominators must work with the nominee to prepare the materials of application. Students should contact their department or school awards committee for assistance in preparing a nomination. Self-nominations are accepted.

## AWARDS

- **Established Teacher Award** is awarded to individuals with **5 or more years** (preference to those with  $\geq 5$  years at MSU) teaching experience (not including graduate teaching) at one of the following ranks: tenure system (non-emeriti) faculty, fixed-term faculty, academic specialists and instructors.
- **New Teacher Award** is awarded to individuals with **less than 5 years** teaching experience (not including graduate teaching) at one of the following ranks: tenure system (non-emeriti) faculty, fixed-term faculty, academic specialists and instructors.



## College of Agriculture and Natural Resources

Academic and Student  
Affairs

Michigan State University  
446 W. Circle Drive, Room 121  
East Lansing, MI  
48824-1039

517-355-0234  
Fax: 517-355-8364  
<http://www.canr.msu.edu>

In its review and examination of nomination packages, the review committee is seeking to identify candidates that go above and beyond the call for duty in teaching or advising. **Being an excellent teacher or advisor is necessary, but not sufficient for winning the award.** The prospective winner of the award will be the one that clearly demonstrates scholarship in teaching with respect for the subject matter they are teaching or advising, respect for students and colleagues, and respect for pedagogy and advisorship itself. To verify that a nominee meets the spirit of the award, we look for: (1) demonstrable evidence of dedication to instruction/advising through experimentation and successful implementation of innovative techniques and contribution to the scholarship of teaching and learning, and (2) evidence of excellence in instruction/advising as demonstrated by the impact on students' careers and colleagues' teaching/advising practices. Student nominations are encouraged. Please note that students must work with nominees in the preparation of the application packet.

Award recipients will be recognized at the Annual CANR Undergraduate Graduation held each spring. Established and New Teacher Award recipients may only receive each award once.

Application instructions are included below. See the forms for details about the selection criteria and materials required to submit nominations. The deadline for receipt of application materials is **January 15, 2014**. Please contact me with questions or concerns at [millenba@msu.edu](mailto:millenba@msu.edu) or 517-355-0234.

Email **one (1) PDF copy** of the nomination **packet** to:  
Kelly Millenbah ([millenba@msu.edu](mailto:millenba@msu.edu))  
Subject Line: Excellence in Teaching Award

## CANR EXCELLENCE IN TEACHING AWARD CHECKLIST

**ONE COPY** of the materials listed below.  
Please arrange materials in the following order:

- I. **DATA FORM (See below)**
- II. **TEACHING PHILOSOPHY STATEMENT.** Candidate should provide this. **No more than 3 single spaced pages.**
  - a. Candidate's teaching philosophy.
  - b. Description of philosophical implementation.
  - c. Assessment of impact - How do you determine its effectiveness?
- III. **EVIDENCE OF TEACHING EXCELLENCE** addressing the following criteria (please use the headings to distinguish each component). **No more than 5 pages.**
  - a. Undergraduate Credit Instruction:
    - i. Record of instructional activities. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses.
  - b. Non-Credit Instruction:
    - i. List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars, and workshops.
  - c. List of Instructional Works:
    - i. List publications, presentations, papers, grants received and other works that are primarily in support of or emanating from instructional activity.
  - d. Other Evidence of Instructional Activity:
    - i. Cite other evidence of instructional productivity such as works/grants in progress or under review. Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction. Include evidence of instructional awards and peer recognition.
- IV. **STUDENT INSTRUCTIONAL RATING SYSTEM EVALUATION OF TEACHING - if another rating system (e.g., SALG) has been used, please contact Kelly Millenbah for how to modify the form.**
  - a. Fill in the Table provided (page 3).
  - b. Provide ONE COMPLETE set of SIRS forms from one class (if more than one section taught, only submit for one section), including responses to open-ended questions. Unit-specific student evaluations other than SIRS are acceptable.
- V. **LETTERS OF SUPPORT. (No more than 3).** (APPLYING SPECIFICALLY TO THE AWARD). One letter MUST come from the nominator. Another letter MUST be secured from a student (graduate or undergraduate). It is imperative that each letter of support is signed by the writer or an individual who represents a collection of authors. Letters with no signatures should not be included in review packets.

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
EXCELLENCE IN TEACHING AWARD**

(Please complete and include this DATA FORM as a cover sheet for the candidate's nomination materials with submitted materials due January 15, 2014.)

**I. DATA FORM**

**NOMINEE:**

**Nominee:**

**IMPORTANT: PRINT NAME AS IT SHOULD APPEAR ON THE AWARD**

**Address (Office)** \_\_\_\_\_ **(Home)** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** (    )

**Phone:** (    )

**E-mail:**

**Academic Rank:**

**Title (if applicable):**

**Responsibilities** (% teaching, % research, % outreach/Extension, etc.,as defined in your appointment):

**Department/School(s)<sup>4</sup>:**

**Date of MSU Appointment:**     /     /

**CHECK ONE: ESTABLISHED TEACHER:     NEW TEACHER:**

**NOMINATOR:**

**Nominator:**

**Academic Rank/Title:**

**Department/School(s)**

**Address:**

**Phone:** (    )     **E-mail:**

**Are you a student?    Yes    No**

---

<sup>4</sup>Please list joint appointments, listing primary appointment first.

Course (Credits)	Semester, Year	Enrollment	Type of Course <sup>1</sup>	Course Structure <sup>2</sup>	Provide KEY: e.g., 1=Superior 5=Inferior	SIRS Composite Profile Factors (Mean) <sup>3</sup>				
						Instructor Involvement	Student Interest	Student-Instructor Interaction	Course Demands	Course Organization

<sup>1</sup> For example, integrative studies, majors (undergraduate or general), freshman, sophomore, upperclass, required or not required.

<sup>2</sup> For example, discussion, large lecture, small lecture, lecture/lab, or teaching assistant involvement.

<sup>3</sup> Found on SIRS Summary Printouts obtained from Scoring Office.