# Procedures for Selecting New Members for the Purdue University Teaching Academy

## Purpose of the Teaching Academy

The Teaching Academy is comprised of a dedicated and dynamic network of scholar-teachers committed to serve as catalysts to enhance and strengthen the quality of undergraduate, graduate, and engagement teaching and learning at Purdue University. Under the auspices of the Office of the Provost, the Teaching Academy works with the academic Schools and Colleges, the Center for Instructional Excellence, and others to enrich the educational experiences of the entire Purdue University community.

Membership in the Teaching Academy recognizes outstanding and scholarly teaching in the graduate, undergraduate, or engagement programs of the university. In concert with the mission of the Teaching Academy, individuals selected for this honor will help promote the scholarship of teaching and learning and share their expertise across campus with their colleagues.

**Fellows**: Recipients of the Outstanding Undergraduate Teaching Award (Murphy Award) will be invited to become Fellows of the Teaching Academy. So will Distinguished Professors selected on the basis of the scholarship of teaching.

Other faculty, clinical faculty, or continuing lecturers will become Fellows on the basis of nominations submitted by the Schools/Colleges and selection by the Executive Council of the Academy.

a. The number of individuals that a School/College may nominate is listed in Section A.3.
b. From these nominees, a maximum of five Fellows will be invited to join the Teaching Academy annually.

**Associates:** Associate Fellows are graduate students, lecturers, or instructors who have distinguished themselves in teaching and were nominated by the Schools/Colleges and selected by the Executive Council of the Academy.

a. On a yearly basis, each School/College may nominate one individual for associate status.
b. From these nominees, a maximum of five associates will be invited to join the Teaching Academy annually.

## A. Procedures for submitting nominations

Nominations will be submitted by the respective Schools and Colleges for forwarding to the Teaching Academy Executive Committee. *Deans are encouraged to select nominees based on outstanding and scholarly teaching in graduate, undergraduate, or engagement programs of the university.* The method for selecting the nominees shall be determined by the respective deans, subject only to the following restrictions:

1. Each School/College shall make some explicit provision for securing peer review of the nominations from their unit.

2. The nominee shall have had primary classroom responsibility for instruction during one of the semesters in the previous calendar year (including summer session).

3. On the basis of estimated faculty involvement in undergraduate and graduate teaching, the permissible number of Fellow nominees from each College/School is:

   - Agriculture (2)
   - Education (1)
   - Engineering (4)
   - Health and Human Sciences (3)
   - Liberal Arts (3)
   - Libraries (1)
   - Management (1)
   - Pharmacy (1)
   - Science (4)
   - Technology (3)
   - Veterinary Medicine (1)

4. A digital file of each nomination from the Deans of the respective Schools/Colleges should be sent electronically to the teachingacademy@purdue.edu) for forwarding to the selection committee by 5:00 p.m. of the deadline set by the Teaching Academy Executive Council.

   **For 2018 nominations, the deadline is 5:00 PM, Friday, January 25, 2019.**

   A statement describing the School/College selection process must be included on the cover page. The cover page does not count as part of the five (5) page limit described in B.

## B. Structure of Nomination

A nomination not to exceed five (5) single-spaced, single-sided pages (8½ x 11) shall be prepared for or by the nominee. Additional materials beyond five pages will be removed from the nomination and not considered. All nominations should have at least 1-inch margins and use a Times New Roman or Arial font not less than 12 point.

It is strongly recommended to use the nomination template provided on the Teaching Academy website ( *http://www.purdue.edu/cie/aboutus/teachingacademy.html* ). The template includes text highlighted in yellow to provide examples and guidance in developing the nomination package. *This highlighted text should be deleted from the final nomination form*.

A. The Cover Page includes the name of the nominee, current rank, department/school/ college/program, nominee contact information, date of initial appointment to Purdue University, and whether the nomination is for a Fellow or Associate.

B. The nomination will be evaluated by the selection committee along five dimensions. Each dimension is listed below with examples of evidence for demonstrating achievement along that dimension. Other evidence is also acceptable so long as it contributes towards at least one of the five dimensions. Please provide sufficient evidence on each of the dimensions so that members of the selection committee, many of whom will not be personally acquainted with the nominee's abilities, can make an informed selection.

## 1. Teaching/Education Philosophy and Goals

   a. A statement of the nominee's teaching/education philosophy and goals including examples/experiences that demonstrate these. References to the literature on teaching and learning and/or the literature of research on teaching and learning are encouraged.

b. The Academy makes a distinction between statements of philosophy and goals. A teaching/educational philosophy describes what the nominee believes about teaching, learning, students, and instructors, and how these four items interact. Teaching/educational goals are the outcomes they would like their students to achieve. While these two items should relate to each other, they are not the same.

## 2. Teaching Activities & Awards

a. List of courses taught over the past four (4) years. A table (Table 1) is provided in the template. For each course, indicate the following:

    i. Semester and year
    ii. Course number and credit hours
    iii. Course title
    iv. Required or elective course
    v. Student enrollment
    vi. Primary modes of instruction (e.g., lecture, lab, distance, etc.)
    vii. Actual student contact hours per week

b. A table (Table 2) is also provided for engagement programs, for which the following should be included:

    i. Dates
    ii. Program title and brief description
    iii. Intended audience
    iv. Enrollment
    v. Participant contact hours

c. Multiple pieces of evidence of teaching excellence associated with the courses or engagement programs. For example, results of peer reviews, student comments, and Purdue course evaluation system scores, particularly the university core items related to overall instructor and course ratings. A table (Table 3) is provided in the template for course evaluation scores, which includes:

    i. Semester and year
    ii. Course number
    iii. Number of students completing the evaluation and number of students enrolled
    iv. The course evaluation scores for overall course and instructor and course

d. A table (Table 4) is provided in the template to list teaching awards. The following information should be included:

    i. Name of the award
    ii. The award sponsor
    iii. The level of the award ((Department, College/School, University, Professional Society),
    iv. The year the award was received.

### 3. Teaching Innovations

    a. Demonstrated record of course creation or innovation, engagement program creation or innovation, and/or curricular innovation. Examples may include the attainment of a teaching innovation grant, successful integration of multimedia instruction and technology to enhance student learning, etc.

    b. Description of an instructional or curricular problem that the nominee solved and how the body of knowledge on teaching and learning was used as a vehicle for solving the problem. This might include how the problem was identified, what process/method the nominee took to address the problem, and the evaluation of its impact.

    c. These two sections may be combined, as the solution to a curricular problem may have been to create a new course.

### 4. Teaching Service

    a. List contacts with students outside the classroom (e.g., academic advising, graduate committees, advising a student organization, supervising undergraduate research, etc.)

    b. List participation in School/College or university committees related to graduate or undergraduate education or engagement activity.

    c. List of professional activities related to education outside the university (e.g. participation on an education committee for a professional society).

### 5. Scholarship of Teaching and Learning

    a. Demonstrated record of contributing to the body of knowledge on teaching and learning. Examples might include education-related scholarly publications such as academic articles, text books, books on pedagogy, invited presentations, and poster sessions.

## C. Selection process

1. The Executive Council of the Teaching Academy serves as the selection committee.
2. The committee will be chaired by the Chair of the Executive Council.
3. The committee will make final selections, and all nominees and their respective academic Schools and Colleges will be notified as to the outcome of the selection process, by Monday, May 16.

## Induction Ceremony

The induction reception and program will be held annually as an occasion to honor and celebrate teaching excellence at Purdue University. At this event, the new Murphy Award winners, new Distinguished Professors selected on the basis of scholarship of teaching, and additional individuals selected for Fellow and Associate status via the above described mechanism will be inducted into the Academy.