***2023-24 Procedures for Selecting Recipients of the Purdue University***

***Exceptional Early Career Teaching Award***

***Timeline for Award:***

* **September 20, 2023** - Call for nominations
* **September 2023** – please connect with your previous College committee representative when considering the nomination process for 2023-24.
* **January 8, 2024** – Student and faculty selection committee representative names due to cie@purdue.edu
* **January 12, 2024 –** Nominationsdue
* **Week of January 15, 2024** – First full committee meeting
* **February 26 and 28, 2024** – Award Selections

***Purpose of the Awards***

Outstanding undergraduate teachers demonstrate superior ability in communicating the chosen material to the students and stimulate their desire to master the material. Outstanding teachers also recognize that their teaching responsibility to students does not stop at the classroom door, and therefore, will be ready to aid and motivate students in a counseling and advisory capacity, either formally or informally. The purpose of the Exceptional Early Career Teaching Award is to honor faculty members for outstanding undergraduate teaching on the West Lafayette campus.

***A. Procedures for Making Nominations***

 Nominations will be made by the respective colleges/schools for forwarding to the Selection Committee at a predetermined date. The method of selecting the nominees shall be determined by the respective deans, subject only to the following restrictions:

 1. The ***Exceptional Early Career Teaching Award*** recognizes exceptional undergraduate faculty members with the rank of assistant professor, including assistant clinical professor. Nominees must have been appointed no less than two years prior to nomination (on or before August 2021).

2. Each college's/school's procedure must make some explicit provisions for securing representative student judgment in their unit concerning appropriate nominations.

 3. The nominee must have had some primary classroom responsibility for a course of undergraduate instruction during one of the immediately preceding two regular semesters of nomination, excluding the summer session (spring 2023 or fall 2023).

 4. A nomination not to exceed six pages(8½ x 11), excluding the required cover page (see last page), must be prepared for each nominee. All nominations must have at least one inch margins, use a Times New Roman font, and have a font size of not less than 12 pt. It is recommended that the nomination consist of a written brief addressing the criteria for the award followed by additional pages of supporting materials (evaluations, statement of teaching philosophy, student statements, etc.). However, at the discretion of the nominator, a blending of the brief and the supporting materials may be used as long as the document does not exceed six pages. *Additional materials beyond six pages will be removed and not considered.*

* Nominations for the ***Exceptional Early Career Teaching Award*** must include a list of all undergraduate classes and corresponding course evaluations for at least the *past two academic years*.

 5. Recipients of the Exceptional Early Career Teaching Award may not be nominated for it again; however, they are eligible for nomination for the Murphy when they meet its criteria.

6. *Each of the areas may submit* *one nominee for the Exceptional Early Career Teaching Award* each year. Since only 1-2 Exceptional Early Career Teaching awards will be given, this smaller pool allows for broad representation of the disciplines over time.

 7. Nominations from the deans of the respective colleges/schools should be emailed to cie@purdue.edu by 5:00 p.m., **Friday, January 12, 2024.**

***B. Structure of Brief***

 1. Cover page (see last page of this document - does not count toward 6-page limit) including: Name of award, name of nominee, nominee’s position and a description of the role it entails, department, date of initial appointment to the faculty, name of college/school submitting nomination and statement of the procedure used in choosing the nominee. There must be a separate paragraph summarizing the teaching evaluation process for nominee’s department or school.

 2. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses; e.g., HDFS 318, Developmental Assessment - second semester, 2018-19, 30 students enrolled.

 3. Nominee's effectiveness to be judged on the following criteria:

1. Instructional effectiveness
2. Course improvement or innovation. Why was a particular course modification or innovation impactful? What is the goal of a course and how do you know you achieved that goal?
3. Contact with students outside the classroom (e.g. academic advising, advising a student organization, etc.)
4. Service as a research mentor for undergraduate students outside of normal classroom activity, including committee service. (The lack of such work does not automatically eliminate a nominee for consideration, however, nominees with this kind of engagement will rate higher on this criterion than those without it.)
5. Dissemination of teaching effectiveness, which may include the scholarship of teaching and learning. This could be through presentations, workshops, peer-reviewed publications, etc.

 Give sufficient evidence on each of the above points so that members of the selection committee, many of whom will not be personally acquainted with the candidate's abilities, may make an informed judgment. Colleges/schools are encouraged to include information related to instructor effectiveness. This *may* include information related to course and instructor evaluations. However, there are student representatives from each college who advocate on behalf of candidates. They talk to students to assess the impact of your teaching in the classroom, so you may consider limiting written student comments.

 4. Nominee’s professional activities directly related to undergraduate education.

 5. Teaching honors and awards received by nominee.

# Selection Committee

1. The Provost, acting for the President, shall appoint a Committee to make the final selection of the recipients for the Exceptional Early Career Award and the Excellence in Instruction Award from the nominations submitted to them.

1. The Committee shall be chaired by the Provost, or her/his designee.

 3. The Committee shall be made up of one faculty member and one student from each of the academic colleges/schools of the University. The faculty member shall have had undergraduate classroom experience.

 4. The name of the faculty and student representative chosen to serve on the final Selection Committee should be forwarded by each college/school to Dr. Chantal Levesque-Bristol, Professor and Executive Director of the Center for Instructional Excellence (cie@purdue.edu), by **Monday**, **January 8, 2024**. If the college/school declines to select a student representative, the President of the Student Body will be asked to nominate the student members to serve on the Selection Committee. The faculty and student representatives will be required to meet with each candidate from their college for all awards, and present an oral brief on their behalf. The representatives are also expected to peruse the nomination forms for all candidates.

 5. An initial meeting of the Committee to discuss the selection procedures with be held **during the week of January 15**, 12:00-1:00 p.m. day and location TBD*.*

 6. The Committee shall make its selection, based upon the content of the submitted nomination documents and the oral briefs presented to them, at a meeting on **Wednesday,** **February 28, 2024**, location TBD at 8:00 a.m. The process is expected to last until approximately 2:00 p.m., and college representatives are to be present throughout the entire process if they wish to vote in the award selection.

***D. Presentation of Awards***

 The Exceptional Early Career Teaching Award recipient(s) will receive a plaque and a $5,000 award.

**2023-2024 Early Career Award Cover Page**

***This page is required and does not count toward 6 page limit.
Only the information below need be included, this header does not!***

**Nomination for 2024 Exceptional Early Career Award**

**Nominee Name:**

**Nominee’s Position and description of the role it entails:**

**Department:**

**Date of Initial Appointment to Faculty:**

**Name of College/School submitting nomination:**

**Statement of the procedure used in choosing the nominee:**

**Statement summarizing the teaching evaluation process for nominee’s department or school:**