MEMORANDUM

TO: Deans, Directors and Chairpersons
    Presidents and Chairpersons, MSU Diversity Groups
    MSU Alumni Club of Mid-Michigan
    Quality in Undergraduate Teaching Award
    Recipients 1992-2018

FROM: Theodore H. Curry II, Associate Provost and Associate Vice President for
    Academic Human Resources

SUBJECT: MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award
    2018–2019

The MSU Alumni Club of Mid-Michigan sponsors one “Quality in Undergraduate Teaching
Award” with a stipend of $2,500 and an additional “Quality in Undergraduate Teaching Award”
award with the same stipend of $2,500 is sponsored by Donald F. Koch and Barbara J. Sawyer-
Koch. All current fixed term and tenure system faculty with at least three years of teaching
experience at Michigan State University are eligible for nomination. This award recognizes
teachers who take pride in and are committed to quality undergraduate teaching and who
demonstrate substantial continuing involvement in undergraduate education.

Award recipients are encouraged to participate in at least one function sponsored by the MSU
Alumni Club of Mid-Michigan. An officer or other member of the club will schedule the activity
with the recipients of the award.

Faculty, staff, and students are encouraged to submit nominations. Each college should appoint
a committee to submit up to two nominations. The college nominating committee must be
representative of the campus community, including academic discipline, academic level, race
and gender; it must also include student representation. Each of the gender, racial/ethnic,
persons with disabilities, and sexual orientation faculty groups are invited to submit up to two
nominations. The all-University selection committee is composed of faculty and students
appointed by the Provost and representatives of the MSU Alumni Club of Mid-Michigan.

Nominations are based on commitment to and evidence of outstanding UNDERGRADUATE
teaching including but not limited to 100- and 200-level courses. Nominees should demonstrate
a combination of talent, creativity, and enthusiasm for teaching reflected in their teaching style
and student interactions. The purpose of this award is to recognize truly gifted undergraduate
teachers—those who have demonstrated that teaching undergraduates is a priority.
CRITERIA
As nomination materials are collected, confirm that the following criteria are addressed:

- passion and enthusiasm for the subject matter/area of study
- concern for students, in and out of the classroom, including as individuals who deserve acknowledgement and respect
- appreciation of national and international diversity
- provision for student participation to insure active involvement in the learning process and to maximize active learning
- demonstration of well-developed, organized, and sequenced instruction which explains major course concepts
- encouragement of critical analysis, problem solving, and divergent points of view
- promotion of writing and communication skills as part of the instruction
- prompt feedback on coursework and projects
- linkage with other disciplines
- incorporation of research in the discipline and in teaching

A nominee not selected for the MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award may be resubmitted in the subsequent award cycle. Nominators should contact me at thcurry@msu.edu or 353-5300 for committee feedback if the nominee is not selected for the award.

Nominees originally submitted by the college must be resubmitted through the college; if resubmitted by the college, nomination is included in the maximum number of two college nominations. It is important to request committee feedback when assembling the candidate’s nomination materials.

The gender, racial/ethnic, persons with disabilities and sexual orientation faculty groups may resubmit the candidate for nomination directly to the All-University Awards Committee. Any supporting materials which are resubmitted (whether previously submitted for internal or external awards) should be updated according to the MSU Alumni Club of Mid-Michigan Quality in Undergraduate Teaching Award criteria above. It is important to request committee feedback when resubmitting the candidate for this award.

The strong preference of the all-University awards committee is to receive support documents clearly linked to the specific award. Failure to do so will likely impact the nominee’s candidacy.

See the attached for additional details about the materials required to submit nominations. Please forward nominee dossiers to the Office of the Provost, Room 430, Hannah Administration Building, no later than Thursday, October 4.

**NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED.**

Please do not hesitate to contact me at 517-353-5300 or Katie Rundblad at rundblad@msu.edu or 517-432-1075 with questions. The memorandum and attachments are at the All-University Awards Website

Attachments

c: President, MSU Alumni Club of Mid-Michigan
1. DATA FORM

Provide requested information below and include the completed DATA FORM as a cover sheet to the nominee materials.

NOMINEE:

Name:

PRINT NAME AS IT SHOULD APPEAR ON AWARD CERTIFICATE

Academic Rank:

Title (if applicable):

Date of MSU APPOINTMENT:

Faculty Appointment(s) - Department(s)/College(s):

Office Address:

Office Phone:

Email:

Mobile/Home Phone:

Is Nominee aware s/he is nominated?

NOMINATOR:

Name:

Academic Rank/Title:

Department(s)/College(s):

Office Address:

Phone:

Email:
### Teaching Table

Provide Teaching Schedule and Student Evaluation Summary (for Section 7, see Checklist below (or last page or page 8))

<table>
<thead>
<tr>
<th>Course (Credits)</th>
<th>Semester/Year</th>
<th>Enrollment</th>
<th>Type of Course (e.g., integrative studies, majors, freshman, upper-class, required)</th>
<th>Course Structure (e.g., discussion, large lecture, lecture/lab, teaching assistant involvement)</th>
<th>Provide KEY: e.g. 1=Superior 5=Inferior</th>
<th>SIRS - Composite Profile Factors (Mean) found on SIRS Summary Printouts from Scoring Office</th>
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CHECKLIST

ONE COPY (Copy must be readable when scanned). NOMINEE DOSSIERS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS WILL BE RETURNED. Please arrange materials in the following order:

1. Completed DATA FORM (page above with heading “1. DATA FORM” (or on page 3).

2. NOMINATOR’S WRITTEN STATEMENT addressing the instructions and criteria (pages 1-2/Heading 1 titled CRITERIA) with illustrations of current teaching (No more than five pages).

3. LETTERS OF SUPPORT. (No more than three), (APPLYING SPECIFICALLY TO THE AWARD). Include student letters. In constructing letters of support, see instructions and criteria (pages 1-2/Heading 1 titled CRITERIA).

4. CURRENT CURRICULUM VITAE.

5. TEACHING PHILOSOPHY STATEMENT. (One page only). Candidate provides this.
   a. Candidate’s teaching philosophy.
   b. Describe its implementation.
   c. How do you determine its effectiveness?
   d. If not effective, how do you make modifications? Describe modifications.

6. TEACHING RESPONSIBILITIES. One page summary of nominee’s normal teaching responsibilities including size and type of courses (undergraduate major and non-majors), number of hours of direct contact with students each week, and number of hours teaching assistants teach nominee’s classes each week.

7. TEACHING SCHEDULE at MSU. Please complete the “Teaching Table” above (or on page 4) for the last six courses taught or 3-6 semesters including summer when relevant. When unit-specific forms other than SIRS are used, fill out the table as completely as possible and provide summary of students’ evaluation of nominee’s teaching (no more than 1-2 pages). Do not send unit-specific individual forms or individual SIRS forms.

8. SUMMARY SHEETS from Student Instructional Rating System (SIRS) for at least TWO classes but not more than three or a summarization of the results from other appropriate student evaluation instruments. Summary should include the dates the evaluation forms were administered. Please do not send individual unit-specific forms or individual SIRS forms.

ONE AND ONLY ONE DOCUMENT USED BY CANDIDATE IN TEACHING. For example, course syllabus, course outline, student assignment, student quiz or examination. No books, journals, offprints, or journal articles.

Please indicate joint appointments. List primary appointment first.