

**The Robert F. DeGise and Bernard T. Hofreiter  
Affiliate Faculty Teaching Excellence Award  
College of Liberal Arts and Sciences  
Bradley University**

In honor of the significant achievements and impactful contributions of Robert F. DeGise and Bernard Hofreiter during their sustained and outstanding service as affiliate instructors at Bradley University, the College of Liberal Arts and Sciences established the *Robert F. DeGise and Bernard T. Hofreiter Affiliate Faculty Teaching Excellence Award* in 2019. This award is the College's highest teaching honor for an affiliate faculty member. It is designed to celebrate part-time faculty excellence by recognizing a truly exceptional educator who has a demonstrated and a sustained record of outstanding teaching.

The following guidelines shall be followed for nominations.

1. The Office of the Dean will circulate a call for nominations each spring semester.
2. The members of the College's Claire Etaugh Teaching Excellence Award Selection Committee shall review nominations and select a recipient.
3. A nomination for the award may be made for an affiliate faculty member in the College of Liberal Arts and Sciences who meets the following requirements. The nominee must:
  - a. teach within one of the academic departments of the College;
  - b. not be a full-time faculty member or administrator in the College; and
  - c. have completed at least five years of service as an affiliate faculty member.
4. Candidates are not to nominate themselves. If a nominee is not selected in one year, the affiliate faculty member may be reconsidered the following year. However, a nomination must be resubmitted with updated nomination materials.
5. The nomination must include a detailed letter of nomination written and submitted by the unit's department chair.
6. The letter of nomination must not exceed 750 words. The letter must address the nominee's years of service, knowledge, and preparation. The statement must also discuss academic rigor, student learning, and student evaluations. The inclusion of other indicators of quality teaching are welcome.
7. A current curriculum vitae must be included in the nomination submission.

**Applications for the award** should follow the aforementioned guidelines and be submitted electronically to the chair of the selection committee at [patc@bradley.edu](mailto:patc@bradley.edu).

**Deadline for submissions: September 30 at 5:00 p.m.**

The award recipient will be announced at the College of Liberal Arts and Sciences Fall Festival.