

**The Claire Etaugh Teaching Excellence Award**  
**College of Liberal Arts and Sciences**  
**Bradley University**

In honor of the significant achievements and impactful contributions of Dr. Claire Etaugh, Distinguished Professor of Psychology, over the course of her impressive five-decade career at Bradley University, the College of Liberal Arts and Sciences established the *Claire Etaugh Teaching Excellence Award* in 2017. This award is the College's highest teaching honor. It is designed to celebrate faculty excellence by recognizing a truly exceptional educator who has a demonstrated and 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 fall semester. A committee composed of three tenured faculty members representative of the College's three academic divisions and a representative from the LAS Dean's Office shall review nominations and select a recipient. The Dean's Office representative shall be an ex-officio, non-voting member of the committee. The award will be presented to a faculty member at the annual College of Liberal Arts and Sciences Fall Festival.
2. A nomination for the award may be made for a full-time faculty member in the College of Liberal Arts and Sciences who meets the following requirements. The nominee must:
  - a. have completed seven years of full-time service;
  - b. hold tenure; and
  - c. not currently be dean of the College.
3. Candidates are not to nominate themselves. If a nominee is not selected in one year, the faculty member may be reconsidered the following year. However, a nomination must be resubmitted with updated nomination materials. Department chairs should be informed when a member of their academic unit is nominated.
4. Nomination materials must include four documents (attachments a, b, c, and d) and be e-mailed to the Supervisor of Administration, College of Liberal Arts and Sciences by the specified deadline. A fifth attachment (e) is optional.
  - a. A detailed letter of nomination encompassing four statements (double-spaced) for each category of outstanding teaching. The acceptable length of these statements is as follows.

Category I.	No more than 250 words
Category II.	No more than 250 words
Category III.	No more than 500 words
Category IV.	No more than 250 words

The substantive focus of these categories are specified on pages two and three. Nominators should be specific in their illustrations and provide data where available. Avoid mere affirmation, generalization, and hyperbole. The strength of your

nomination will rest on the clear illustration of the nominee's strength in each category. Be sure the nominee's name appears on each sheet.

- b. A current curriculum vitae
- c. Quantitative (e.g., student evaluation and annual evaluation scores) and qualitative teaching (e.g., open-ended comments from students) data for past five academic years with department averages included.
- d. A maximum of three letters of support from colleagues and peers and a maximum of three letters from current and/or former students. Additional letters of support will not be accepted. Please submit all letters in a single electronic document.
- e. Additional information is not requested or required. However, materials that provide direct and significant information that support but are not available from or apparent in the nominating forms and supporting documents listed above may be submitted.

### **THE OUTSTANDING TEACHER EXCELS IN:**

#### **Category I. Evidence of Scholarly Teaching – as evidenced by:**

- a. Knowledge of the subject area
- b. Knowledge of fields related to the subject area
- c. Breadth of knowledge (general knowledge)
- d. Professional development and achievement
- e. Currency and innovation in pedagogy, course development, and course revision

#### **Category II. Course Planning and Course Structure – as evidenced by:**

- a. Preparation for instruction
- b. Clear-cut course objectives and allowance for addition of student objectives to the course
- c. Assignments that are:
  - 1. Meaningful
  - 2. Related to course objectives
  - 3. Considerate of student time and total load
  - 4. Thoroughly understood by students in terms of both purpose and method

#### **Category III. Disseminating Information – as evidenced by:**

- a. Facility in speaking and discussion technique
  - 1. The ability to communicate the subject matter in a meaningful manner
  - 2. An impartial insistence upon meaningful expression on the part of the Student
  - 3. The ability to organize material in the development of ideas during class discussion
  - 4. The use of imaginative teaching methods
- b. Ability to foster engagement
  - 1. The encouragement of student participation in class activities within the

- broad confines of class objectives and content
2. A willingness to encourage and discuss viewpoints which differ from his or her own ideas
  3. Where practicable, an application of content to current events and real problems
  4. The ability to make the student think. The ability to induce and channel creativity in the student.
  5. Being readily available to students
  6. Approachability in matters concerning the class or in matters outside class

**Category IV. Evaluation - as evidenced by:**

- a. A reasonable number of tests and assignments to get a full picture of student abilities
- b. Assessments that correspond to course objectives
- c. Student understanding of the methods and standards of evaluation and the position of them in class
- d. A consideration to both content knowledge and disciplinary methods

**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.