

## IU Northwest Distinguished Scholarship/Creative Activity Award

### The Award

The award will recognize distinguished research by IU Northwest faculty and is designed to recognize substantive, significant, and sustained scholarship/creative activity across the academic career while a member of the IU community. The successful candidate shall also have a meritorious record of teaching and service. The winner of the award will be expected to present a public lecture, exhibition, or performance at the beginning of the next academic year.

The winner will receive a monetary award of **\$2,500.00**.

### Eligibility and Nomination

The criteria for "research and creative activities" listed in the "Faculty Promotions" section of the [Indiana University Academic Handbook](#) and [IU Northwest Promotion and Tenure Guidelines](#) should be followed in defining research and creative activities.

Any full-time tenured and tenure-track Indiana University Northwest faculty member who has at least **7 years of experience as an active researcher/scholar while employed within the IU system is eligible**. Winners of this new award will not be eligible in subsequent years. Administrators currently serving at or above the rank of Dean are not eligible for this award. Faculty members can nominate themselves or they can be nominated by any administrator or other faculty member.

### Selection Committee

The IU Northwest Grants and Research (G&R) Committee will appoint three members (each from different schools/college) to the Selection Committee for the IU Northwest Distinguished Scholarship/Creative Activity Award. The Office of Academic Affairs will appoint two additional members. The Associate Vice Chancellor for Academic Affairs will serve ex-officio (and non-voting) as the Chair of the Selection Committee. The committee will send a ranked list of recommendations to the Executive Vice Chancellor for Academic Affairs for final selection.

**Consideration in Subsequent Years:** Any research portfolios submitted for consideration for the IU Northwest Distinguished Scholarship/Creative Activity Award that are not selected as a winner will automatically be considered again the following year. The portfolio **MUST** include additional documentation for the second year. After being considered for two successive years, the faculty member must be re-nominated to be considered again. Award winners shall not be eligible for future awards.

## Outline for Portfolio Preparation

The Selection Committee needs sufficient information to document the excellence of the candidate's research. Since candidates will come from different disciplines, the kinds of materials to be included in the portfolio will vary. Outside letters of support should show evidence of continued broad influence and breadth of impact on discipline. Files should include:

1. Candidate's *curriculum vitae*, including a list of grants, publications, performances, or exhibitions of creative works.
2. Representative publications or, where appropriate, such materials as slides and tapes.
3. If appropriate, published reviews of work or other examples of its reception.
4. A synopsis describing the research career and significant contributions to the discipline (including citations) of the candidate, characterizing the research completed and in progress. Provide a context in which a colleague from another field can understand the significance of the work. Refer to the IU Northwest policy on [academic excellence](#) for additional information (maximum 5 pages).
5. Dean's brief letter of support. Letter should be submitted along with the rest of the application by the stated deadline.
6. Solicited letters (minimum of 3, including Dean's). At least one letter should be external. The external evaluator should be able to provide an unbiased assessment of the quality and significance of the applicant's work. Letters should be submitted along with the rest of the application by the stated deadline.
7. **One original of all documents must be included in your submission packet. Additionally please submit a PDF containing the entire application to Julie Bishop at [jmbishop@iun.edu](mailto:jmbishop@iun.edu) by the application deadline.**

## Criteria for Review

1. Minimum of 7 years of research experience while employed within IU system (regular faculty line – tenured or tenure-track).
2. Not a previous winner of the award.
3. Significant contribution to discipline.
4. Significant publications or other means of dissemination.
5. Exemplary reputation as a researcher/scholar/leader in discipline.

## IU Northwest Distinguished Service Award

### The Award

The award will recognize distinguished service by IU Northwest faculty and is designed to recognize substantive, significant, and sustained service activities across the academic career while a member of the IU community. The successful candidate shall also have a meritorious record of research and teaching.

The winner will receive a monetary award of **\$2,500.00**.

### Eligibility and Nomination

The criteria for "service activities" listed in the "Faculty Promotions" section of the [Indiana University Academic Handbook](#) and [IU Northwest Promotion and Tenure Guidelines](#) should be followed in defining service.

Any full-time Indiana University Northwest faculty (tenured, tenure-track or lecturer) who has at least **7 years of service experience within the IU system is eligible**. Winners of this award will not be eligible in subsequent years. Administrators currently serving at or above the rank of Dean are not eligible for this award. Faculty members can nominate themselves or they can be nominated by any administrator or other faculty member.

### Selection Committee

An ad hoc committee of previous winners of the IU Northwest Service Award will serve as the Selection Committee for the IU Northwest Distinguished Service Award with the Associate Vice Chancellor for Academic Affairs serving ex-officio (and non-voting) as Chair of the committee. The committee will send a ranked list of recommendations to the Executive Vice Chancellor for Academic Affairs for final selection.

**Consideration in Subsequent Years:** Any service portfolios submitted for consideration for the IU Northwest Distinguished Service Award that are not selected as a winner will automatically be considered again the following year. The portfolio **MUST** include additional documentation for the second year. After being considered for two successive years, the faculty member must be re-nominated to be considered again. Award winners shall not be eligible for future awards.

### Outline for Portfolio Preparation

The Selection Committee needs sufficient information to document the excellence of the candidate's service. Since candidates will come from different disciplines and with different service experiences, the kinds of materials to be included in the portfolio will vary. Outside letters of support should show evidence of continued broad influence and breadth of impact on the campus, university, community and beyond. Files should include:

1. Candidate's *curriculum vitae*, detailing service activities.
2. Statement of long-term service goals and how service activities fit the faculty member's individual goals and IU Northwest's emphasis on [academic excellence and engagement](#). Is this activity part of an ongoing commitment or a new service thrust? List any source(s) of financial support for the service activities or commitments (maximum 5 pages).
3. Dean's brief letter of support with regard to the significance of service to IU Northwest, the community, or scholarly organizations. Letter should be submitted along with the rest of the application by the stated deadline.
4. Solicited letters (minimum of 3, including Dean's). At least one letter should be external. The external evaluator should be able to provide an unbiased assessment of the quality and significance of the applicant's work. Letters should be submitted along with the rest of the application by the stated deadline.
5. **One original of all documents must be included in your submission packet. Additionally, please submit all documents as a single PDF by the deadline to Julie Bishop at [jmbishop@iun.edu](mailto:jmbishop@iun.edu).**

#### Criteria for Review

1. Minimum of 7 years of service experience within IU system (regular faculty line – tenured, tenure-track, or lecturer).
2. Not a previous winner of the award.
3. Evidence of the quality and overall merit of the activity and the manner and effectiveness with which this activity fits into the faculty member's goals and responsibilities and contributes to academic excellence at IU Northwest.
4. Chair's, colleague's, and external constituent's indication of the activity's significance, and the impact of the activity by an IU Northwest faculty upon the community to which it was directed.

## The IU Northwest Board of Trustees' Teaching Award

The IU Northwest Board of Trustees' Teaching Award Committee is responsible for designating up to 10 campus awardees. ALL full-time faculty members are eligible for this award. PLEASE NOTE: This award is self-nominating. The selection of the faculty receiving this award will be based on the following criteria:

- Cares about and has an effect on student learning
- Knows subject area
- Clearly states the objectives of the course
- Is well prepared for each class session
- Explains the course material clearly and effectively
- Is enthusiastic about teaching the subject and makes the course stimulating
- Summarizes or emphasizes major points in the lecture
- Is readily available for consultation with students
- Encourages students to ask questions and express their ideas or opinions
- Clearly explains how students will be evaluated in the course
- Gives exams or assigns papers which reflect the important aspects of the course
- Relates the subject matter to other academic disciplines or real world situations
- Provides opportunities for students to assess their progress in the course
- Develops and maintains an atmosphere of mutual respect
- Continually evaluates course/reflects on teaching, making changes as needed
- Continuously develops professionally
- Develops courses and curriculum
- Shares expertise with colleagues
- Continuously is engaged in critical self-evaluation

In addition to the above listed criteria candidates may consult IU Northwest's statement regarding its mission, vision, and values at [http://www.iun.edu/~spcnw/docs\\_policy/academic\\_excellence.shtml](http://www.iun.edu/~spcnw/docs_policy/academic_excellence.shtml). If a faculty wishes to be considered for this award, he/she should submit an organized portfolio / dossier (hard copy) containing the following documentation:

1. A philosophy of teaching / teaching statement
2. A letter of peer review (The philosophy of teaching and peer letter should be no more than a combined length of 10 pages.)
3. Vitae
4. Syllabi (1-3), last calendar year
5. Examinations (1-3), last calendar year
6. Written Student Evaluation Comments (1-3 courses), last calendar year
7. Numerical student evaluations, last calendar year
8. GPA indices, last calendar year
9. List of current courses taught (including times and locations)

### **Optional:**

A teaching CD or DVD of current (last calendar year) classroom practices

A description of any research in relation to the scholarship of teaching and learning and/or teaching pedagogy (if applicable).

**Deadline to submit a portfolio: announced annually**

## The IU Northwest Founder's Day Teaching Award

Each spring, Indiana University sets aside Founder's Day as an occasion to acknowledge excellence in teaching. Awards for excellence in teaching are given both on a university-wide and campus-by-campus basis.

The IU Northwest Teaching Committee is responsible for designating local award winners. The local award for full time and part-time faculty carries with it a monetary prize. In addition, the local award winner will automatically be nominated as the campus candidate for next year's all-university award. An associate faculty award/monetary prize may also be given.

Nominations are welcomed from all members of the IU Northwest community: faculty, staff, administrators and students. Individuals may not nominate themselves. Nominations for this prestigious award are announced at the beginning of the spring semester. Folders will be due subsequently with dates announced on the faculty list-serv.

The selection of the person receiving this award will be based on the following criteria:

- Cares about and has an effect on student learning
- Knows subject area
- Clearly states the objectives of the course
- Is well prepared for each class session
- Explains the course material clearly and to the point
- Is enthusiastic about teaching the subject and makes the course stimulating
- Summarizes or emphasizes major points in the lecture, demonstration or discussion
- Is readily available for consultation with students
- Encourages students to ask questions and express their ideas or opinions
- Clearly explains how students will be evaluated in the course
- Gives exams or assigns papers which reflect the important aspects of the course
- Relates the subject matter to other academic disciplines or real world situations
- Periodically provides opportunities for students to assess their progress in the course
- Develops and maintains an atmosphere of mutual respect
- Continuously evaluates courses/reflects on teaching, making changes as needed
- Continuously develops professionally
- Develops courses and curriculum
- Shares expertise with colleagues

After the nomination process is closed, the Teaching Committee will contact the nominees and inform them that they have been nominated. If an individual wishes to be considered for the award, they will be asked to prepare a folder containing the following information.

- 1 Teaching statement/philosophy of teaching (no more than five single-spaced pages)
- 2 A vita

- 3 Course numbers and titles of classes taught at IU Northwest for the past two years
- 4 Grade distributions for each course taught at IU Northwest for the past two years
- 5 Written and numerical student evaluations for the past two years
- 6 Representative instructional materials such as
  - Two Course Syllabi
  - Two Tests/Quizzes/Assignments
- 7 Description of teaching workshops and student mentoring activities
- 8 Letters of support from students/colleagues/supervisors (no more than ten)
- 9 Relevant pedagogical publications & presentations
- 10 Summary of course and program development activities
- 11 Schedule of classes for the Spring Semester

Members of the Teaching Committee will review the folders. Additional information regarding class visitations will be sent to three finalists.

**ALL TEACHERS AT IU NORTHWEST, WHETHER FULL- OR PART-TIME, ARE ELIGIBLE TO BE NOMINATED FOR THIS AWARD.**