**COLLEGE OF LIBERAL ARTS**

**FACULTY TEACHING AWARD NOMINATION**

#### Nomination Guidelines and Processes

Nominations may be submitted by faculty or staff members of the College of Liberal Arts at Cal Poly via the appropriate department chair.

Award nominations must be submitted electronically by the appropriate department chair via email to Lynne Ricard ([lricard@calpoly.edu](http://lricard@calpoly.edu)). The nomination must include the relevant CLA nomination cover sheet, and the entire nomination packet should be sent as a single file in Word or PDF format.

The electronic nomination file should be named in the following manner: NOMINEELASTNAME\_AWARDNAME . Materials in the single file should be organized in the following order:

1. CLA nomination cover sheet
2. Nomination letter
3. Nominee's curriculum vitae/resumé

A faculty or staff member may win each award only once. Questions regarding award criteria and eligibility, as well as the nomination process may be directed to Kathryn A. Rummell or 805-756-2706.

**Nominee: Department:**

**Current Title/Rank:**

**Date of first tenured/tenure-track appointment at Cal Poly:**

**Degree(s)—include institution(s), discipline(s), and year(s):**

Nominators are encouraged to review the award descriptions and carefully consider the criteria for each award (see below) when submitting nominations. All nominations will remain confidential. Feedback will be available upon request.

I RESPECTFULLY SUBMIT THIS NOMINATION FOR THE AWARD CHECKED BELOW

**[ ] Richard K. Simon Award for Outstanding Career Achievement in Teaching**

**[ ] Early Career Award for Achievement in Teaching**

**Nominator:**

**Title and Department:**

**Office Address, Phone #, & E-mail:**

**Signature & Date:**

**Chair’s endorsement:**

**Signature & Date:**

**Attach to this cover sheet the following supporting documents:**

* **Nomination Statement** **(limited to 3 pages)**

Discuss why the nominee is deserving of the award. As appropriate, indicate the range of teaching responsibilities which have been performed, describe the aspects of the teaching performance that distinguish the nominee, highlight pedagogical innovations, identify curricular innovations, and provide specific evidence of meritorious performance.

* **Nominee’s Curriculum Vitae**
* **Student Evaluation Data**

Student evaluation information should be displayed in summary form, including an appropriate range of courses or offerings and reflecting especially the most recent years. Student evaluations should be displayed in the context of college or department norms with a clear explanation of the characteristics being evaluated and the rating scale being used.

* **Additional Evidence (optional)**

Please note that nominees are not served well in the evaluation process by the submission of a large body of undigested material.

**Award Criteria**

***Richard K. Simon Award for Outstanding Career Achievement in Teaching ($500)***

***Purpose***: This memorial award is presented each year to a tenured faculty member who has sustained outstanding teaching over the course of his or her academic career at Cal Poly.

***Eligibility*:** Tenured CLA faculty member with a minimum of 12 years post-doctorate (or other appropriate terminal degree), minimum of six (6) years tenure-track teaching at Cal Poly, and an average teaching assignment of four (4) courses or more per academic year.

***Criteria***: Documented excellence in classroom teaching and involvement with students outside of the classroom, including advising, involvement with student groups, Learn by Doing activities, and/or curricular innovation.

***Early Career Award for Achievement in Teaching ($500)***

***Purpose*:** This award recognizes outstanding performance in teaching early in the candidate’s career.

***Eligibility***: Tenured or tenure-track CLA faculty member with three (3) to eleven (11) years of service to Cal Poly and an average teaching assignment of four (4) courses or more per academic year.

***Criteria***: Documented excellence in classroom teaching and involvement with students outside of the classroom, including advising, involvement with student groups, Learn by Doing activities, and/or curricular innovation. Candidates still in their probationary period must also have records of service and scholarship appropriate for their time in the probationary period.