

**UNIVERSITY OF ILLINOIS AT CHICAGO
COUNCIL FOR EXCELLENCE IN TEACHING AND LEARNING**

**2011-2012 Departmental Teaching Excellence Award
Program Guidelines**

Purpose: To reward documented group excellence in teaching and to encourage UIC's investment in superior teaching at the departmental level.

What: **One award of \$20,000** (nonrecurring) to an academic unit that documents outstanding collective commitment and performance in teaching.

Eligibility: All academic departments with a teaching mission are eligible. In some cases the program, division, college or school may be considered the unit of teaching mission. For purposes of these guidelines, the term "department" will refer to all eligible academic units. Past recipients may submit applications five (5) years after the receipt of their award.

Date Due: **Applications must be submitted by 4:30 P.M. on Friday, April 20, 2012.**

Criteria for Selection: The criteria below will be used to select departments to receive awards. Examples of the types of activities and evidence supporting each criterion are also provided. While specific activities and evidence will vary among departments, applicants are encouraged to consider each of the criteria.

Teaching and Learning Activities

Criterion 1: Commitment to excellence in teaching and learning

- Has a documented record of excellence in teaching
- Has and follows a philosophy of teaching statement
- Invests adequate departmental budgetary resources in teaching
- Weighs teaching ability and experience in hiring and assigning faculty
- Revises its educational program and implements innovations as appropriate
- Rewards outstanding teaching performance of faculty and graduate students
- Seeks grants for improving teaching and learning

Criterion 2: Development of teaching

- Provides orientation for new faculty, adjunct faculty, and teaching assistants
- Provides continuing feedback and support
- Provides opportunities for shared discussion of teaching innovations and problems

- Encourages teaching conference attendance and research and publication on teaching

Criterion 3: Provision of resources for students

- Insures that students have access to their teachers and advisors outside of class
- Provides or refers students to necessary academic support services
- Resolves student complaints appropriately
- Provides for student learning opportunities outside the classroom
- Keeps students informed of departmental decisions and availability of resources

Criterion 4: Evaluation of teaching and learning quality

- Monitors teaching effectiveness and student learning regularly
- Reviews curriculum periodically and eliminates, adds, and modifies courses as needed
- Monitors scheduling of courses and sequences to improve availability
- Involves all interested parties in assessment and planning
- Tracks the career and intellectual development of former students
- Identifies key student learning outcomes appropriate to the discipline
- Uses valid and reliable measures to assess achievement of identified student learning outcomes

NEW: *Criterion 5: Description of a plan for use of awarded funds*

- How funds will be used to enhance, improve or sustain educational excellence by the department

Teaching and Learning Outcomes

Departments should provide evidence that the teaching and learning activities that they have identified above lead to excellence in teaching and learning. This evidence should be based on the activities described under Criterion 4 above and should detail both the excellence of the department's teaching and the learning of its students.

Application Procedure: The application procedure requires the development of a portfolio of not more than twenty (21) pages related to excellence in teaching. The portfolio includes:

1. An Executive Summary (no more than one page).
2. A statement about the methods the department uses to achieve excellence in teaching and learning and about how it measures the effectiveness of those methods. The statement should be detailed, reflective, and address applicable criteria in the "Teaching and Learning Activities" list above. It should be no more than eight (8) pages, including any exhibits, such as pertinent departmental

memos, communications with students, program brochures, award certificates, etc. To keep the statement within ten pages, it may be necessary to summarize the contents of some potential exhibits rather than include them.

3. An evidence-based statement of teaching and learning outcomes. This statement should not exceed three (3) pages. It should contain summaries of data and information collected as a result of the Teaching and Learning Activities described under Criterion 4 above that demonstrate the excellence of the department's teaching and learning activities. Items for inclusion might include summaries of student evaluations of teaching, key findings from curricular reviews, and results from measures of key student learning outcomes.
4. Letter from head/chair of department of not more than two (2) pages delineating the mission, goals, and educational philosophy of the department and stating why the department deserves this award.
5. Letter from Dean of not more than two (2) pages to support application. (If the unit of application is the college, the Dean need only submit one letter, using the head/chair letter criteria.)
6. Student letters (limit three (3)) from current and past students that comment on the ways in which the department has excelled in teaching and influenced their learning. Letters can be solicited.
7. A description of how the award proceeds will be used. This description should not exceed two (2) pages and should include a plan for continuing the proposed project (if successful) after the initial funding period has ended. The total amount of funding requested cannot exceed \$20,000.

Selection Process: A subcommittee of CETL will review the proposals and make recommendations for the awards. In addition to examining the application material, subcommittee members may visit the department to meet with faculty, students, and alumni.

The applications of departments selected for this award will be made available to the campus community as examples of "best practice" and models for teaching-centered departments.

Program Deadline: Applications are due by **4:30 P.M., Monday, April 20, 2012**. Applications received after the deadline will not be considered.

Submitting Applications: Applicants should submit one (1) pdf version of their application by the deadline to Danielle Smith at the following email address: dsmith34@uic.edu. Please title the document with the applicant's name followed by "DTEA application 2011". If assistance is needed converting an application to pdf format, please contact Danielle Smith at the following email address: dsmith34@uic.edu

or by phone at (312) 413-3470. It is the responsibility of the applicant to have checked to make sure the pdf prints and reads properly. If applicants feel that their application precludes the possibility of electronic submission, they should contact Michael Michela at (312) 355-0511 or via email at mmichela@uic.edu.

Final Report: Departments selected to receive the Departmental Teaching Excellence Award will be asked to submit a brief report (one page) of how the award proceeds were used. This report is used for review of this award program. This report will be due during the summer of 2012. More information regarding this report will be provided to departments selected to receive the award.

For More Information: If you have any questions regarding this program or require more information, please contact Michael Michela at (312) 355-0511 or via email at mmichela@uic.edu.