



AUC Award for Excellence in Teaching

The AUC Excellence Award in Teaching recognizes the scholarship of teaching and learning as well as the faculty commitment to excellence, outstanding effort, and achievement in teaching. The candidates must demonstrate a distinguished record of past and continuing excellence in teaching.

The recipient of this annual award has his/her name engraved on a commemorative plaque and receives a personal cash award of \$5,000.00. Up to two full-time faculty members may receive the award annually. Awards will be selected and presented once a year.

General Guidelines

- Deadline for Nominations: **February 11**
- Deadline for Nominees to submit their dossiers: **March 17**
- Deadline to receive support letters **March 17**
- Eligible nominee must be a full time faculty member at AUC with at least 5 full years of service to AUC. S/he should have taught AUC classes for at least ten Fall/Spring semesters. Semesters need not to be consecutive.
- Nominations may be made by individuals or a group of faculty, and/or students who are employed by or enrolled at AUC. *It is the responsibility of nominee to insure that all required materials are submitted to Award Committee in the correct form and before the deadline. Solicited nomination by the nominee is not permitted. Self-nomination is allowed.*
- Past recipients are ineligible.
- Past nominees are eligible, but must be re-nominated. Their dossiers need to be resubmitted and appropriately updated.
- Nominees should be teaching in the semester they are nominated in (when Committee observations and evaluations of teaching take place).
- No award shall be given in any year if members of the Award Committee decide no qualified candidates have been nominated.
- Late nomination and late application will not be accepted.

Nomination Process

Nominations from AUC full time faculty and students can be submitted online through the following process:

- While signing in to your AUC email, click on the below link

<https://docs.google.com/a/aucegypt.edu/forms/d/1PwIMKq8miyfxaBWU8w6ThLRk7I6Ov85rhlLy0Z-MadI/viewform?c=0&w=1>

- Indicate the name of your nominee. Please note that your nominee should be a full time faculty.
- Indicate how long you have known the nominee and in what capacity and complete all required fields
- Incomplete nomination form will be disregarded

Respond to the most appropriate question(s) below:

- **Student nominators** –
 - In an essay of no more than 500 words, please describe how the nominee has (i) created a stimulating environment to facilitate your learning, (ii) inspired and encouraged you to think analytically and creatively, or to deepen your knowledge, skills, and appreciation for the discipline, and/or (iii) fostered your ability to communicate effectively within the discipline. Your essay should include one or more specific examples where the nominee had a special impact on you.
- **Faculty nominators** –
 - In an essay of no more than 1000 words, please describe how the nominee has (i) created a stimulating environment that effectively engages students in the learning process, (ii) inspired and encouraged students to think analytically and creatively, or to develop knowledge, skills, and habits of mind appropriate to the discipline, and/or (iii) helped students to express themselves more effectively within the discipline.

The Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC) will inform each department chair and Dean of the nominations received for faculty in his/her department/school. If the Department Chair or Dean would like to provide any additional comments on the nominee(s) or compare the relative merits of two or more nominees from the same department/school, s/he is welcome to send an email to the Associate Provost for Research, Innovation and Creativity (AP-RIC).

Submission Process

- Documentation in support of each nominee is electronically submitted online through the faculty support grants and merit awards online system at: <https://www4.aucegypt.edu/grants/>
- Please select the award type that you have been nominated to, fill in the application and submit the required documents.
- Submitted materials are evaluated by the Award Committee according to the criteria described below.
- Documents received after the submission deadline will not be included in the dossier.
- It is the responsibility of the nominee to ensure that all documentation submitted are accurate and in the proper format.

Submissions must include and are limited to:

1. At least three support letters from AUC faculty

- i. Those letters should be sent directly to the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC). Support letters received after the deadline of submission will not be included in the dossier of the nominee.
 - ii. Person providing these letters should have firsthand experience and knowledge related to one or more of the criteria for evaluation described below.
 - iii. If a department head is nominated, then he/she should only solicit a letter of support from the Dean of his/her school.
2. A copy of the nominee's current resume.
3. A 500-750-word statement describing his/her philosophy of teaching and student advising, especially as it relates to instructional goals, course design, teaching methodologies, and student achievement.
4. Course information summaries: title, level, enrollment, and brief description of each course taught during the past 5 years. Descriptions should include information about course goals, content and the nominee's responsibilities and role in course development and delivery.
5. Students' course evaluation forms and related material. Numerical data comparing the applicant's performance to that of the department. Self-assessment of achievement related to student advising, including any relevant data.
6. A statement about the involvement of undergraduate students in applicant's research.
7. A 1000-word statement describing innovation in course development and teaching methods as well as implementation of best practices. Provide evidence.
8. If necessary, the Award Committee will request additional information from the nominee.

Selection Process

Evaluation of nominees and selection of the recipient for the AUC Excellence Award in Teaching is carried out by the Award Committee. The selection process, in part, involves the evaluation of written material submitted to the Award Committee by the nominee according to the criteria described below. The Award Committee may seek advisory opinions from the Departmental Research Committee (DRC), the Department Chair and the Dean of the school. The Award Committee provides the Provost with a short list of the three top candidates. The Provost in consultation with the Associate Provost for Research, Innovation and Creativity (AP-RIC) makes the selection of the award winner/s.

Composition of the Award Committee

- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will select a standing committee composed of at least 5 faculty members. The members may be previous award winners from all schools, if possible
- The composition of the Award Committee will be reviewed by the Associate Provost for Research, Innovation and Creativity (AP-RIC) and may be fully or partially replaced every two years.
- No one can serve on the committee for more than four consecutive years.
- Committee members will elect the committee's chair. The chair of the Award Committee will report to the Associate Provost for Research, Innovation and Creativity (AP-RIC).
- Award Committee members cannot be nominated for the faculty merit awards, submit nominations or write support letters for nominees.

- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will attend the first meeting of the Award Committee and will oversee the election of the chair of the committee.
- The chair of the committee will be managing the short listing process and will be reporting to the Associate Provost for Research, Innovation and Creativity (AP-RIC) on the details of the process and results

Criteria for Evaluation of Submissions

Materials submitted to the Award Committee in support of each nomination will be evaluated for evidence of *sustained excellence* in teaching, student advising, and education, as follows:

1. Innovation in curriculum and pedagogy, which impacts student learning. (30 points)
2. Teaching quality, which impacts student learning, motivation, academic success, and intellectual development. (20 points)
3. Implementation of best practices. (20 points)
4. Level of influence of one's contributions to curriculum and pedagogy on other faculty. (10 points)
5. Diversity of teaching record. (5 points)
6. Contribution to student experiential learning outside of the classroom (this can include undergraduate research). (5 points)
7. Professional development and efforts to enhance one's teaching. (10 points)

Questions about this award should be directed to the current Chairperson of the Award Committee by contacting: ap-ric@aucegypt.edu