

**DATE:** February 11, 2002  
**TO:** Ithaca College Faculty and Students  
**FROM:** Faculty Development Committee  
**SUBJECT:** **Excellence in Teaching Award**  
**Excellence in Scholarship Award**  
**Excellence in Service Award**

**The Faculty Development Committee is pleased to invite applications for an Excellence in Teaching Award, an Excellence in Scholarship Award, and an Excellence in Service Award.** We are extremely fortunate in offering three awards for this annual honor. Each award is \$1,000 plus one-course released time. In order to be eligible for these awards, a candidate must be a full-time faculty member who has completed at least one year of employment at Ithaca College and who will be full time during the 2002-2003 academic year.

**Criteria:** The foremost criterion for the **Excellence in Teaching Award** is the description of teaching excellence in the *Ithaca College Faculty Handbook* (4.5.1). Four areas will be given particular attention: subject mastery; presentation; interaction with students; dedication to teaching. The **Excellence in Scholarship Award** will recognize continued accomplishment in the broadest sense, that is, traditional research and publication in a discipline as well as scholarly, professional, and creative activity (i.e., musical and artistic works; performances; film and other media; presentations at conferences; pedagogical scholarship) and other activity associated with disciplines at Ithaca College. Qualitative as well as quantitative measures of the achievements will be considered in the review of the candidate's work (see *Ithaca College Faculty Handbook*, 4.5.2). The **Excellence in Service Award** will recognize continued and exceptional accomplishment in service in the broadest sense, including service to the College community, the larger community, and/or the discipline. Qualitative as well as quantitative measures of the work will be considered in the review of the candidate's nomination (see *Ithaca College Faculty Handbook*, 4.5.3ff).

**Nomination:** Any faculty member from the college community may nominate an individual for any of the three awards. In addition, any student may nominate a faculty member for the Excellence in Teaching Award. It is the nominator's responsibility to complete and submit the application, although a student nominator may request that this responsibility be given to a faculty member. Self-nominations are not eligible for any of the awards. Each nomination must contain the following:

(Continued)

**Excellence in Teaching Award**

- application form
- nominating letter
- letter of application by the nominee

- two support letters from faculty colleagues. If the nominating letter has been written by a faculty colleague, the nominating letter would count as one of the two faculty support letters
- two support letters from students. If the nominating letter has been written by a student, the nominating letter would count as one of the two student support letters.
- curriculum vitae

### **Excellence in Scholarship Award**

- application form
- nominating letter by a faculty colleague
- letter of application by the nominee
- three support letters from faculty or professional colleagues, at least one from Ithaca College and at least one external
- curriculum vitae

### **Excellence in Service Award**

- application form
- nominating letter by a faculty colleague
- letter of application by the nominee
- three support letters from faculty, professional/community colleagues, or students, at least one from Ithaca College
- curriculum vitae

**All support letters, including nominating and application letters, should be no longer than two pages in length. There is no page limit for the curriculum vitae. The application is limited to the materials listed. No additional materials will be considered.**

Nominations for all three categories will be reviewed by the Faculty Development Committee and previous award recipients. Reviewers are ineligible for these awards and may neither nominate nor write in support of a candidate. The three awardees will be recognized at the annual luncheon for recipients of faculty development awards held in May and at Commencement.

Application forms are available in the deans' offices. The application form with supporting materials must be submitted to Robert Sullivan, Chair, Faculty Development Committee, Department of Speech Communication, 429 Muller Center, 274-3930, rsulliva@ithaca.edu, **by Friday, March 29, 2002.**

c: Peggy R. Williams, President  
William S. Scoones, Interim Provost/VPAA  
Garry L. Brodhead, Associate Provost  
Deans