

ILLINOIS STATE UNIVERSITY



The College of Arts and Sciences Excellence Award for Outstanding Teaching by an Administrative Professional (for achievements during the last three calendar years, from January through December)

GUIDELINES

If you have any questions regarding the CAS Excellence Award for Outstanding Teaching by an Administrative Professional, please contact Dr. Sally Parry, Associate Dean at 8-5669 (or e-mail: separry@ilstu.edu)

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(for achievements during the last three calendar years,
from January through December)

PURPOSE

The College of Arts and Sciences has a deep commitment to outstanding teaching and research as evidenced by its sponsorship of its annual CAS Excellence Awards. The CAS Excellence Award for Outstanding Teaching by an Administrative Professional is among the highest honors bestowed upon an administrative professional by the College. It is a peer-determined award that recognizes and rewards the administrative professional with the most extraordinary record of teaching in the preceding three calendar years.

AWARD DESCRIPTION

One award, to be determined by endowment earnings, will be made to a full time administrative professional in the College of Arts and Sciences.

SELECTION PROCESS AND CRITERIA

Applicants should submit an application form, a current *curriculum vitae*, and supporting materials (e.g., teaching portfolio) to their D/SFSC. The D/SFSC shall screen applications and forward no more than one nomination to the College Teaching Award Committee along with the nominee's materials and a letter of nomination by the D/SFSC. The Associate Dean for Student and Curricular Affairs will chair the selection committee to be composed of three A/P employees; one from each collegiate division, including previous years' winners when possible.

Note: Applicants should follow the [guidelines for preparing a teaching portfolio](#).

PROPOSAL PROCESS AND SUBMISSION DEADLINES

The application, along with supporting materials, must be submitted electronically to the College office **by 4:00 p.m. on the last Friday in March.**

Deadlines:

- Last Friday in March:** D/SFSC forwards no more than one application per category to College
- April/May:** College Teaching Award Committee makes recommendations to the Dean and an awardee is chosen
- September:** Award is presented at the CAS Award Ceremony held at the Dean's Fall Address

ELIGIBILITY

Individuals eligible for an award must be a full-time administrative professional of the College of Arts and Sciences at Illinois State University at the time of application and must have been employed by ISU for at least three years. It is expected that the award recipient will remain at Illinois State University for at least one academic year following the award. An administrative professional will not be eligible for more than one Outstanding Teaching Award by an Administrative Professional within any three-year period.

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Name: _____

Date: _____

Department: _____

Initial Date of ISU Employment: _____

Present Rank (and effective date): _____

Areas of Specialization:

Applicant's Signature

Date

Checklist

Letter of nomination from the D/S FSC _____
Current *curriculum vitae* _____
Teaching Portfolio with supporting materials _____