

Annual Faculty Awards in Teaching, Research/Scholarship, and Service

Instructions to Nominees

- The Vice-Chair of the Faculty Life Committee should receive all nominations by the first Friday in February.
- Once nominated, candidates for the awards will receive a letter from the Vice-Chair of the Faculty Life Committee that will include the following instructions.
- The Vice-Chair of the Faculty Life Committee should receive nominees' materials by the Friday preceding spring break.
- The nominee should submit the following three items specific to the pertinent award:

Item	Teaching	Research/Scholarship	Service
1.	A one-to-two page statement that describes your teaching approach and methods. Describe the impact your teaching has had on your students.	A one-to-two page, narrative letter detailing activities relevant to your accomplishments in research/scholarship. Your letter should be written to a general audience and describe the importance/impact of your contributions.	A one-to-two page, narrative letter detailing activities relevant to your accomplishments in service.
2.	A one-to-two page letter of support from a FMU faculty member of your choosing. Please include this letter with your submitted material.		
3.	<p>In annual report format, list/describe your teaching activities in areas such as, but not limited to:</p> <ul style="list-style-type: none"> • Course development/revision • Program development • Class support with technology • Teaching awards/honors • Evidence of student support (comment cards, letters, etc.) 	<p>In annual report format, list/describe your research/scholarship activities in areas such as, but not limited to:</p> <ul style="list-style-type: none"> • Examples of scholarly work (publications, professional addresses, recitals, shows, etc.) • A description of scholarly work in progress • Awards/honors pertinent to research/scholarship • Grants received pertinent to research/scholarship 	<p>In annual report format, list/describe your professional service activities in areas such as, but not limited to:</p> <ul style="list-style-type: none"> • Service to your school/department including involvement in student activities • Participation in shared governance • Participation in professional organizations • Discipline related service to the community • Grants received pertinent to service • Other service to

			FMU and the community
--	--	--	--------------------------

- Because the Faculty Life Committee can consider activities over the last three years only, *all materials you submit should incorporate only those activities since August 2002 that are relevant to the award.*