

## COLLEGE OF ARTS AND COMMUNICATION EXCELLENCE AWARDS 2022-23

Contact: Barbara Grubel [grubelb@uww.edu](mailto:grubelb@uww.edu)

The **College of Arts and Communication** offers **Excellence Awards** annually to faculty and academic staff holding at least a .5 teaching appointment in the following areas.

- Teaching- Faculty – Roseman Nominee
- Teaching – Academic Staff – University Academic Staff Excellence Nominee
- Research - Faculty & Academic Staff (Please note University Level is Faculty)
- Service - Faculty & Academic Staff (Please note University Level is Faculty)
- Academic Advising - Faculty & Academic Staff
- Graduate Teaching Award -Communication

### **NOMINATION AND SELECTION PROCESS**

- Each department shall determine the method of choosing its nominee.
- Department forwards names of nominees for each category by **4:00pm Friday November 11, 2022.**
- Department forwards names of committee members, one for each of the 5 categories, by **4:00pm Friday November 18, 2022.**
- Nominee submits completed application packet to the Associate Dean's office by **4:00pm on Wednesday January 18, 2023. Submit Electronic Copy to Becky Smith [smithb@uww.edu](mailto:smithb@uww.edu) and Barbara Grubel [grubelb@uww.edu](mailto:grubelb@uww.edu).**

Excellence Awards Committees meet on **Friday, January 27<sup>th</sup>, 2023.**

11:30-12:30 Teaching -Academic Staff

12:30-1:30 Advising

1:30-2:30 Service

2:30-3:30 Research

3:30-4:30 Teaching-Faculty

4:30-5:30 Graduate Teaching 3 committee members from Communication Department

- Committee Chairs (see rotation chart) submit formal memo to Dean Hayes, Becky Smith and Barbara Grubel by **4:00 pm on Wednesday February 1, 2023.** Memo must include committee's decision and comments as to why this candidate was selected. Committee Chairs are provided with templates.
- Committee Chair's recommendation letter for the university award is due **Wednesday February 8<sup>th</sup>, 2023** to the college award recipient, Becky Smith and Barbara Grubel.

**College Excellence Awards recipients** are automatically forwarded as the CoAC nominee(s) to the University awards committees. Please refer to the university requirements <http://www.uww.edu/acadaff/awards/uwide>.

**College Award Recipients' Packets, Electronic Copy**, are due to the Associate Dean's Office, Becky Smith CA by 4pm on the below dates. Packets are delivered from the college to the university award committees. Dean will review the Roseman and Research packets before submission to university award committees.

- Friday February 10<sup>th</sup> Service Award – Faculty (University- Feb 15)
- Friday February 10<sup>th</sup> Advising Award – Faculty or Academic Staff (University- Feb 15)
- Friday February 10<sup>th</sup> Academic Staff - Award Instructional (University- Feb 15)
- Monday February 20<sup>th</sup> Roseman Teaching Award – Faculty (University - March 1<sup>st</sup>)
- Monday February 20<sup>th</sup> Outstanding Research Award - Faculty (University - March 1<sup>st</sup>)
- Monday February 20<sup>th</sup> Graduate Teaching Award -Communication (University - March 1<sup>st</sup>)

Please note: *If a faculty or staff member has received any of the college awards, then he or she cannot be nominated for the same award again for a period of three years. Department chairs have access to this information on the CoAC Administrative T-Drive.*

## NOMINATION PACKET INFORMATION

The completed nomination packet contains the following items:

**For all areas of Excellence Awards: A letter of nomination from the Department Chair**

### **TEACHING AWARD – FACULTY (ROSEMAN NOMINEE)**

1. A concise Statement of Teaching Philosophy of no more than two pages. This statement should address the following questions:
  - What are the most important themes of your teaching based on your beliefs about learning and the nature of your discipline?
  - What innovations or new ideas have you incorporated into your teaching in the past year and what have been the results of these innovations?
  - How do you help students facilitate integration of your subject matter into their personal lives?
  - What have you learned from your students about learning, teaching, or the subject matter?
  - How are you continuing to develop in ways which affect your teaching?
2. Four letters of support **only**.
  - Two from students, one current and one an alumnus.
  - Two from colleagues who have had the opportunity to observe the nominee's teaching.
3. Other supportive documentation of teaching, if appropriate, (syllabi, journals, etc.)
4. List of courses taught within the last three years with student course evaluations (numerical) provided for each of the courses. Please include a copy of your department's student evaluation form and a written summary/interpretation of the results by the Chair.

### **RESEARCH (CREATIVE WORK) AWARD**

Application materials must include the following:

1. The nominee's resume of research activities. The resume should be organized according to the outline below. Items within each category should be listed in reverse chronological order. Activities in progress or results not yet accepted for presentation or publication should be excluded.
  - Bibliography of professional publications. (Attach photocopies of title pages of publications and evidence if publications were referred.)
  - Dates, places, and descriptions of professional exhibits and performances. (Attach evidence if exhibits or performances were juried.)
  - Author(s), titles, meetings, and dates of papers presented at professional meetings.
  - Principal investigator(s), project titles, funding sources, amounts funded, and project periods for grants received.
  - Other evidence or previous recognition of research including fellowships, honors, and awards. (Give year of each.)
  - When appropriate provide a link to view research and/or creative work.
2. Letters of recommendation **from two respected scholars**. Scholars from on or off campus writing letters of recommendation should:
  - Include a paragraph outlining their own position in the field.
  - Discuss the impact of the nominee's research or artistic work in the field.
  - Limit their letters to a maximum of three pages.

## **FACULTY SERVICE AWARD**

“Service” is defined as contributions to the University, as well as professional and public services activities.

1. A narrative of no longer than three typed pages describing the significance of the candidate's service activities. Contributions identified by an applicant must have been made while a member of the faculty at UW-Whitewater.
2. A listing of titles and dates of service activities. Contributions identified by an applicant must have been made while a member of the faculty at UW-Whitewater.
  - Contributions to the University include contributions to the governance, administration, operation, reputation, or advantage of the University or the University system.
  - Professional and public service consists of contributions to one’s discipline, art, profession, or to society, provided that such contributions are made as a practitioner of one’s discipline, art, profession, or as a representative of the University or University system. Research activities are excluded from consideration for this award.
3. Additional letters of support, **not exceeding three**, may be submitted.

## **ACADEMIC ADVISING AWARD**

**\*It is recommended that College Advising Award department nominees consider the University Advising Award format when submitting materials to the College Excellence in Academic Advising Award committee.**

To be eligible, a faculty or staff member must have served as an academic advisor for a minimum of five years in the College of Arts and Communication at UW-W. No more than one nominee from each academic department will be considered for the award. The candidate’s file must include:

1. Nomination of the candidate by his or her home department.
2. A record of the candidate’s advising work including:
  - The number of advisees seen each semester
  - The number of years the candidate has served as an academic advisor
  - Any awards or honors received that are relevant to academic advising
  - Identification of any additional academic advising service provided by the candidate (in the department, college or university) and indications of the success of the candidate’s advisees.
3. A letter of support from the Chair of the candidate’s home department.
4. **At least two letters** of support from current or former advisees (students or alumni).

## **TEACHING AWARD- ACADEMIC STAFF (UNIVERSITY ACADEMIC STAFF EXCELLENCE NOMINEE)**

Instructional Academic Staff must be employed 50% time or more and have not received the award in the past three years.

- A faculty member, staff member, an academic department or program may serve as the nominator for a candidate.
- Nomination packet is limited to five (5) page or less (not including letters of recommendation or the Recognition Reception Nominee Information Form).
- **Up to three (3) letters** of recommendations may be submitted with the nomination.

Application packet will include:

1. Information about the nominee:
  - **Nominee's name**
  - **His/her position/title**
  - **Nominee's job description**
  - **Years of service at UW-Whitewater**
  - **Current department/unit**
  - **Name of the nominator**
  
2. In addition to the above information listed, materials may include any or all of the following areas:
  - **Explain why this individual's classroom/job performance merits consideration for this award.**
  - **What does this person do that is above and beyond the usual requirements of his/her position at the University of Wisconsin-Whitewater? List any other information that you think may assist the selection committee in its deliberations regarding this individual. (If you are nominating someone, please be aware that it is appropriate/beneficial to contact the nominee for the most current and in-depth information).**
  - Indicate contributions this individual has made through service on committees at the departmental, College, or University level.
  - Indicate professional contributions this individual has made, such as leadership in professional organizations, publications, performances, advising student groups, assisting with student seminars, research, etc.
  - List any professional awards earned by this individual.
  - List contributions that this individual has made beyond the immediate job, including community and state service, charitable work, etc.

## **GRADUATE SCHOOL TEACHING AWARD (COMMUNICATION)**

### **Application Packet**

1. A current CV
2. A 1 or 2-page statement on teaching philosophy focusing on graduate education
3. Letter of support from a current graduate student focusing on innovative teaching approaches and real-life problem solving in the course by the instructor (can be from a recent graduate of the program/within 2 years)
4. Letter of support from colleague from the same department
5. Any other pertinent evidence such as documentation of capstone/thesis supervision, a peer evaluation from a colleague who is also graduate faculty in the same program, participation in LEARN Center or Learning Technology Center programs designed to inform/improve graduate education etc.
6. A summary of graduate courses taught over the past 3 years at UW-Whitewater with student evaluation scores included

Submission to Matthew Vick Dean of Graduate Studies. March 1<sup>st</sup>.