

September 25, 2015

Dear Senate Executive Committee:

The Senate Teaching committee reviewed TTA guidelines and makes the following recommendations highlighted in red in the Guidelines and the main changes are summarized below.

- 1) Clarified language describing review process of application and updated dates for 2016 deadlines
- 2) Request that applications be submitted electronically to the Senate committee. Colleges or Schools could continue with paper application, but the committee chair would need to scan each application and send to Senate Committee. The Senate Committee will create folder in Box for each school and upload each application into appropriate folder.
- 3) Suggested revisions for application
 - a. Move reflective statement (teaching philosophy and self-analysis) to first position in application. Rationale: provides context for rest of application and reflects common order used in teaching portfolios.
 - b. Require peer letter. Rationale: provides external measure of teaching, commonly required for teaching awards, and encourages candidate to build case for PTR or higher level teaching awards
 - c. Minor changes in language for Optional section
 - d. Appendix: Combine all student evaluation information into single section (begin with overview followed by students evaluations)
- 4) Revised language for committee structure to include all faculty ranks who can apply for TTA (current version on website only lists tenured and tenure-track faculty; missing lecturer and clinical faculty)
- 5) Cover sheet modified to match application

Senate Teaching Committee members

Sharon Jones
Deb Marr (Chair)
Gwynn Mettetal
Kathy Ritchie
Deanna Shively
Liqiang Zhang
Kevin Gillen

Trustees' Teaching Award Guidelines

Call for TTA Applications - 2016

Applications are requested for the Trustees' Teaching Award (TTA) from tenured and tenure-track faculty, full-time lecturers, and clinical faculty (whose primary duty is teaching) who have taught at Indiana University South Bend for a minimum of two years. These awards are given to those applicants who show evidence of sustained and consistent teaching excellence. These awards will be given to a maximum of seven percent of the faculty on each campus.

The deadline for submitting complete applications to the appropriate College or School is **March 1, 2016**. Send applications from the Arts to the Dean (Marvin Curtis), Business and Economics applications to the Secretary to Dean (Karla Forsythe), Education applications to the Secretary to the Dean (Peggy Geik), Liberal Arts and Sciences applications to the Secretary to the Dean (Linda Heidrich), Library applications to the Dean of the Library (Vicki Bloom), and Nursing & Health Professions applications to the Dean (Mario Ortiz).

- The Chair of each School or College's TTA committee will forward all of the reviewed applications and a summary of the committee's ranking of the applications to the Chair of the Academic Senate Teaching Committee by **March 21, 2016**.
- The Senate Teaching Committee will forward their recommendations to the Executive Vice Chancellor for Academic Affairs by **April 15, 2016**.
- Award announcements will be made by **May 1, 2016**.

Eligibility

All tenured and tenure-track faculty, full-time lecturers, and clinical faculty (whose primary duty is teaching) who have taught at Indiana University South Bend for a minimum of two years are eligible. Individuals who have received a TTA award in previous years are eligible to reapply; however, faculty members are eligible to receive a TTA no more than once in a two-year period (Senate resolution, March 26, 2010). Faculty members are not eligible to apply for the TTA while they are serving on the campus-level selection committee (Senate resolution, March 26, 2010). Candidates do not need to be nominated for this award; self-nominations are acceptable. It is the candidate's responsibility to compile the completed application and submit it to his or her College or School contact by **March 1, 2016**.

Application

The entire application should be prefaced by the **TTA Cover Sheet** and **contain no more than 10 pages** (in 10-point type or larger), exclusive of the appendix in (4) below. The Cover Sheet does not count towards the 10-page limit.

Electronic Submission: Applications should be submitted as a single pdf file (including the TTA cover sheet) to the appropriate College or School contact by **March 1, 2016**. Each College or School TTA committee will send all of the applications and their recommendations to the Chair of the Senate Teaching Committee by **March 21, 2016**.

To present a convincing case of excellent teaching, the applicant is **required** to submit evidence from **areas 1, 2, 3, and 5 (Appendix)**. **Area 4 is optional**. **The combined total from areas 1, 2, 3, and 4 (if included) must not exceed 10 pages**. The Appendix does not count as part of the 10-page limit (see below).

Areas

1. A reflective statement of the applicant's teaching philosophy and self-analysis
2. A summary of teaching accomplishments focusing on the past 2-3 years:
 - Courses taught with enrollments
 - Teaching-related publications and/or presentations
 - Teaching awards
 - Teaching grants
 - Course development
 - Teaching innovations/curriculum design
 - Teaching-related service
3. Letter from peer who has had direct classroom observation or reviewed course materials (suggested: 1-page in length). The reviewer should include in their letter the date of classroom observation or time period in which they reviewed course materials.
4. OPTIONAL types of documentation the applicant **might** also include are as follows (please note, all these documents must fall within the overall 10-page limit):
 - Unsolicited student comments
 - Attendance at workshops, seminars, or conferences related to teaching
 - ~~Information on the extent of student learning~~ **Information on student learning outcomes**
 - Evidence of teaching rigor
 - **Additional letters from peers who have had direct classroom observation or reviewed course materials of the candidate**
 - Student work samples
 - Any additional information related to teaching
5. **Appendix: A 1-page summary of student evaluations and comments (text or table) and include all IU South Bend student evaluations and comments from courses taught in at least the past two and not more than the past three years. The appendix does not count as part of the 10-page limit. *No other materials may be included in the appendix.***

The Process for Selection of TTA Recipients

The Selection Process at Indiana University South Bend

A. Committee Structure

1. The faculty in each College or School, including the Library, will select a TTA committee (consisting of a minimum of three members and a maximum of five members, **from tenured and tenure-track faculty, full-time lecturers, and clinical faculty**) to screen the faculty applicants for the TTA. Any College or School with fewer than six full-time faculty members may invite full-time faculty from another College or School to serve on its committee. Applications will be recommended as "high distinction," "acceptable," and "not acceptable" by the College or School committee. **The College or School committee will then forward all of the applications and send a list of applicant names and committee recommendation designation to the Chair of the campus-wide committee, the Academic Senate Teaching Committee.**

2. The Academic Senate Teaching Committee will serve as the final selection committee. A majority of the members of the campus-level TTA selection committee must have received a school, college, campus, or university teaching **award** (Senate resolution, March 26, 2010).
- B. The Award [DELETED ELIGIBILITY PARAGRAPH-DUPLICATE OF ABOVE]**
1. The amount of the award will be determined by the trustees. Academic Affairs will announce the amount on this site when it is available. Seven percent of the faculty will be eligible to receive the award each year.
 2. Award winners may choose whether to receive the award in cash or to establish an account to be used for professional purposes. In either case, the award is fully taxable. The Office of Academic Affairs will assume that the winner wishes to receive the cash award unless the winner informs that office otherwise within one week after notification of the award.
 3. Academic Senate Teaching Committee selections are to be submitted to the Vice Chancellor for Academic Affairs by **April 15, 2016**. The Office of Academic Affairs will ensure that the TTA awards are made before the end of the fiscal year. The Office of Academic Affairs will keep track of the TTA recipients each year and will provide the Board of Trustees and others as needed with a list of the TTA recipients.
 4. The TTA should not be given in lieu of regular, merit based salary increases. The TTA is not part of the recipient's base salary.
- C. Application Review Process**
1. Applicants must meet the Board of Trustee's eligibility criteria ~~in addition to what is specified elsewhere in this document.~~
 2. Documentation submitted by the applicant (and the recommendation of the College or School selection committee) must be sufficient to warrant a decision that denotes excellence in teaching.
 3. The decisions of the Academic Senate Teaching Committee are final and non-appealable.

Past Trustees' Teaching Awards(formerly TERA Awards) Recipients

Last updated: 4/25/15 ~~new date~~

URL: <http://www.iusb.edu/academic-affairs/awards/tta>

Comments: acadaff@iusb.edu

Trustees Teaching Award
Cover Sheet

Name:

Title:

Dept/College/School:

Total years on campus:

Course titles and enrollments from previous year:

Teaching awards and years (include all years):

Checklist:

- 1) Reflective statement, including teaching philosophy
 - 2) Summary of teaching accomplishments
 - 3) Letter from peer who has had direct classroom observation or reviewed course materials
 - 4) Any optional materials.
 - 5) Appendix: Summary of student evaluations and all IU South Bend student evaluations from the past 2-3 years (does not count as part of the 10-page limit)
- Items 1-4 are no more than 10 pages in 10-point (or larger) type

College/School Recommendation:

- High distinction
- Acceptable
- Not acceptable