

**PETER J. ELICH EXCELLENCE IN TEACHING AWARD PROCEDURES
COLLEGES OF HUMANITIES & SOCIAL SCIENCES & SCIENCES & TECHNOLOGY**

One award is given each year to a faculty member from the Colleges of Humanities and Social Sciences and Sciences and Technology.

A selection committee will review the candidates' files and designate the recipient of the award. The committee will consist of an alumnus (selected by the Alumni Association), two students (selected by the AS Vice President for Academic Affairs), two previous award winners, and the Deans of both Colleges.

Nominations are solicited from alumni, students, and faculty members by publication of a ballot in FAST, The Western Front, and the Resume. Letters of recommendation may be attached to the ballot.

The following criteria and policies are meant to secure comprehensive evaluation and maintain goodwill in the process.

- (1) No person shall receive this award more than once.
- (2) Only the name of the winner of the award will be announced on completion of the process; the names of other candidates shall not be published at any time during or after the process.
- (3) Tenure is not a requirement, but the candidate must be a full-time member of the faculty and should have at least three years' service at Western. Visiting faculty and part-time people are not eligible.
- (4) Nominees will be asked if they wish to be candidates and, if so, required to submit materials to the committee.
- (5) The award is a teaching award, not a research award; materials submitted should speak to teaching.
- (6) To secure consistency in the evaluation process:
 - (a) Supporting materials from the candidate shall be limited to no more than five years, but should include the last three. Evaluations should be representative of courses taught in the last three years. Evaluations should include written student comments as well as any numerical data available. The candidate should provide current copies of syllabi, reading lists, final exams, and any related materials used in the courses; more is not necessarily better in these materials.
 - (b) The candidate will supply the Dean with the names and addresses of up to five (each) students, alumni, and colleagues familiar with his or her teaching. The Dean's office will request recommendation letters from these individuals. The letters will be treated as confidential and will not be shown to the candidate. Letters from faculty at other institutions may be included.
 - (c) Faculty letters supporting the candidate should reasonably represent the candidate's department or field. Candidates from small departments or programs would normally be expected to provide fewer letters.
 - (d) The candidate should provide a current vita.
 - (e) The candidate may provide up to three pages describing aspects of his/her teaching that may not be covered by the requested materials.

The committee will evaluate materials secured through all processes noted above and make its selection according to its best judgment.