December 2, 2019

TO: CALS Faculty and Staff

FROM: Karen Wassarman on behalf of the CALS Curriculum Committee

RE: Nominations for the 2020 Spitzer Excellence in Teaching Award

The UW-Madison College of Agricultural and Life Sciences (CALS) invites nominations for the 2020 Spitzer Excellence in Teaching Award. Please see below for award description, eligibility, nomination packet, selection criteria (expectations of accomplishments), review process, submission and deadline. Lists of past recipients are available at: https://cals.wisc.edu/about-cals/awards/cals-awards/.

Spitzer Excellence in Teaching Award: The Spitzer Excellence in Teaching Award recognizes an individual who has advanced the teaching goals of CALS for undergraduate or graduate students. The recipients will have a demonstrated record of curricular innovations and high impact on students and/or instructional practices of colleagues (including future faculty). The committee is looking for evidence that the nominee has wholeheartedly embraced his or her educational roles and responsibilities and used them as a platform for designing effective learning experiences.

Eligibility: Nominees must be CALS faculty or academic staff who teach at least one course at UW-Madison.

Nomination Packet: The review committee expects a nomination packet constructed with inputs from a variety of sources including the nominee, departmental colleagues, and students. The elements of a nomination packet are described in Table 1, which may be used as a checklist prior to submission.

Table 1: Nomination checklist.

Item	Page Limit	✓
1) A nomination letter	2	
2) One letter of reference from a student[1], student organization or colleague	2	
3) A second letter of reference (optional)	2	
4) A document addressing Criteria B to E as described in Table 2, below	10	
5) A curriculum vitae and relevant publications	8	

[1] The letter should identify the student's current relationship with the nominee and describe the course(s) taken with the nominee.

Selection Criteria: The list of criteria presented below in Table 2 have been developed to demystify catch phrases such as "outstanding teacher" or "excellence in teaching" or "high quality of teaching," and to provide clear expectations of the type of teaching and learning that the college wishes to reward. Note that the curriculum vitae is not necessarily directly relevant to the award criteria, but will allow the committee to assess the nominee's overall scholarly achievements.

Table 2: Criteria and their contribution to the overall score of a nomination packet.

Criteria	
A) Endorsement: The degree to which the nomination letter(s) and the letter(s) of reference substantiate the nominee's commitment and dedication to their role as an educator or an agent of change in carrying out the educational mission of the college and the university.	20
B) Statement of Teaching Philosophy: The statement should be prepared by the nominee and written within the context of teaching within a discipline (area of expertise) to highlight the overarching goals, methods, accomplishments in managing the teaching and learning process, and vision for future improvement. The statement should be limited to two pages (single-spaced).	20
C) Evidence of Sustained Pursuit of Professional Growth and Competencies: • Evidence of sustained innovation and creativity to maximize learning by a diverse student population, as exemplified by pedagogical use of information technology, field studies, undergraduate research, study abroad, etc.; • Evidence of having challenged common assumptions and the "status quo" in a scholarly way as demonstrated by teaching-related journal publications, grants, presentations, abstracts, posters, portfolio entries, book chapters, textbooks or other forms of publication; • Evidence of continued involvement in teaching professional development opportunities.	25
D) Description of Teaching Responsibilities and Assessment of Teaching: • List of courses taught in recent years, short descriptions, credits, and enrollments; • Summary of numerical score(s) of departmental end-of-semester course evaluation or other form of assessment highlighting the nominee's strength in specific areas relative to peers (please include a copy of evaluation forms); • (Optional but recommended) short written comments from <u>former</u> students (dated emails of the request and the reply are acceptable); (Optional but recommended) summary of written comments from colleagues who are familiar with the nominee's teaching practices because of co-teaching, peer-review of teaching or other mode of interactions.	10
E) Evidence of Contribution to Teaching as a Profession "Beyond the Classroom": • Description of ways in which the nominee's activities have influenced colleagues or future faculty (e.g., mentorship activities); • Highlights of "ripple effect" or "multiplication effect" of the nominee's teaching-related activities in the college and beyond; List of accomplishments (changes) that occurred as a result of the nominee's contribution to a teaching-related committee for the department, the college, the university or professional societies.	25
Total Score	100

Review Process:
Submissions will be reviewed by the CALS Curriculum Committee or an award sub-committee. The award selection committee will not include any nominees for the award.

Each award committee member will review the nomination packets and assign scores as described in Table 2. In addition, using their own score as a guide, each committee member will place each nomination packet in one of the four categories described in Table 3. Finally, each committee member will write a short statement justifying the ranking.

Table 3: Categorization of the nomination packet for the purpose of review process.

Category	Description
1	The nomination packet is outstanding and is highly deserving of an award.
2	The nomination packet meets most of the expectations and is deserving of an award.
3	The nomination packet meets some but not all the expectations and may or may not be meritorious enough for an award.
4	The nomination packet is poor and not meritorious enough for an award.

Award committee members will deliberate the relative merit of each proposal after total score, category ranking and justification statement have been tabulated by an administrative staff member. The committee reserves the right not to present this award if there is a lack of meritorious nominations.

Submission and deadline:

- Please submit the nomination materials electronically as one PDF document to megan.ackermanyost@wisc.edu by **Friday, February 14, 2020**.

Additional information:
- Departments, units, or students can nominate more than one candidate.
- Departments, units, or students can nominate a candidate for more than one teaching/advising award.
- Past recipients of an award are not eligible to win that award again (lists of past winners are posted at https://cals.wisc.edu/about-cals/awards/cals-awards/).
- An individual may win more than one teaching/advising award in a single year.
- The council encourages re-submission; however, nomination packets will not be retained.
- Awards will be presented at a program on **May 6, 2020 at 3 pm** in the Ebling Auditorium, Microbial Sciences Building.
- For further inquiries, please contact: megan.ackermanyost@wisc.edu.