

December 18, 2017

TO: CALS Faculty and Staff

FROM: Sarah Pfatteicher on behalf of the CALS Curriculum Committee

RE: Nominations for 2018 CALS Teaching, Advising and Extra-Mile Awards

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The UW-Madison College of Agricultural and Life Sciences (CALs) invites nominations for the 2018 Teaching, Advising, and Extra-Mile Awards. Please see below for award descriptions, 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/>.

**Atwood Teaching Award:** The Atwood Teaching Award recognizes an individual who has demonstrated excellence in teaching in CALS and who exhibits potential for continued contributions. The award is also designed to stimulate continuing interest in and desire for teaching excellence in CALS.

**Spitzer Excellence in Teaching Award:** The Spitzer Excellence in Teaching Award recognizes an individual who has significantly enhanced the quality and impact of undergraduate or graduate instruction in CALS through outstanding teaching practices, pedagogical scholarship or other beyond-the-classroom accomplishments that have shaped students' learning experiences and/or the teaching practices of other instructors.

**WALSAA Outstanding Advisor Award:** This award recognizes an individual who has demonstrated a deep concern for the welfare of CALS undergraduates and has invested exceptional time and effort in providing them (individuals, teams, or clubs) with academic or personal guidance.

**Arthur J. and Ellen A. Maurer Extra Mile Award:** The Extra Mile Award goes to an individual who has shown unusual concern for students and has provided service far beyond the call of duty. Nomination letters and letters of support must come from students.

If a nominee for the Arthur J. and Ellen A. Maurer Extra Mile Award is qualified and the nominator wants that individual to be considered for the WALSAA Outstanding Advisor Award as well, this must be indicated in the nomination letter.

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**Atwood Teaching Award:** The Atwood Teaching Award recognizes an individual who has demonstrated excellence in teaching in CALS and who exhibits potential for continued contributions. The award is also designed to stimulate continuing interest in and desire for teaching excellence in CALS. To honor this dual purpose of the award, the recipient will receive

a salary award and a matching amount of funds to be used within two years of receipt of the funds for any of the following purposes:

- Purchase of supplies, equipment, or subscriptions to support the recipient's professional development in teaching;
- Travel expenses to professional meetings or to other universities or sites that will support the recipient's professional development in teaching;
- Hiring of supplementary personnel to enhance teaching programs and responsibilities of the recipient;
- Other purposes that support the recipient's continued engagement and development in teaching.

The funds are provided through a bequest from Fannie Atwood Roberts in the name of her parents Myron H. and Anna Atwood. Fannie Atwood Roberts received her BA from UW-Madison in 1916 and later attended the Graduate School. Her husband, Harlow Pliny Roberts, received a BS degree in agricultural engineering from UW-Madison in 1917 and also attended the Graduate School. Mrs. Roberts' will made provision for "awards to members of the faculty of the College of Agriculture for excellence in teaching."

**Eligibility:** Nominees must be faculty or permanent instructional academic staff in CALS who have taught at least one FISC course or undergraduate CALS course each year for the past 3 years.

**Nomination Packet:** Submissions should include:

- A one-page summary of the nominee's:
  - teaching record for the past 3 years (minimum), including course name and number, semester offered, credits, and enrollment; and
  - evidence of teaching excellence, which may include student course evaluation summaries, peer review of teaching, teaching materials (e.g., textbook, lab manual,...).
- A one-page proposal for the nominee's future professional development in teaching and/or future activities by the nominee to stimulate teaching excellence in the college.
- The nominee's c.v. or biographical sketch, not to exceed 5 pages.

The awards committee is not obligated to review any additional, unsolicited materials.

**Spitzer Excellence in Teaching Award:** The Spitzer Excellence in Teaching Award recognizes an individual who has advanced CALS teaching goals (<http://guide.wisc.edu/undergraduate/agricultural-life-sciences/>) 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 and are not serving on the award selection committee.

**Nomination Packet:** The 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 <sup>1</sup> , 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          |   |

<sup>1</sup> 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  |    |
|---|----|
| <b>A) Endorsement:</b> The degree to which the nomination letter(s) and the letter(s) of reference substantiate the nominee's commitment and dedication to her/his role as an educator or an agent of change in carrying out the educational mission of the college and the university.   | 20 |
| <b>B) Statement of Teaching Philosophy:</b> 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 |

|   |     |
|---|-----|
| <p><b>C) Evidence of Sustained Pursuit of Professional Growth and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Evidence of sustained innovation and creativity to maximize learning by a diverse student population, as exemplified by pedagogical use of information technology, field trips, undergraduate research, study abroad, etc.;</li> <li>• 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, text books or other forms of publication;</li> <li>• Evidence of continued involvement in teaching professional development opportunities.</li> </ul>   | 25  |
| <p><b>D) Description of Teaching Responsibilities and Assessment of Teaching:</b></p> <ul style="list-style-type: none"> <li>• List of courses taught in recent years, short descriptions, and enrollments;</li> <li>• 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);</li> <li>• (Optional but recommended) short written comments from <u>former</u> students (dated emails of the request and the reply are acceptable);</li> <li>• (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.</li> </ul> | 10  |
| <p><b>E) Evidence of Contribution to Teaching as a Profession “Beyond the Classroom”:</b></p> <ul style="list-style-type: none"> <li>• Description of ways in which the nominee’s activities have influenced colleagues or future faculty (e.g., mentorship activities);</li> <li>• Highlights of “ripple effect” or “multiplication effect” of the nominee’s teaching-related activities in the college and beyond;</li> <li>• 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.</li> </ul>   | 25  |
| <p><b>Total Score</b></p>   | 100 |

**Review Process:**

Unless indicated otherwise, 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.   |

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 to make fewer than the maximum number of awards due to lack of meritorious nominations.

**WALSAA Outstanding Advisor Award**

The WALSAA Outstanding Advisor Award goes to a faculty or academic staff member who has demonstrated a high degree of concern and exceptional effort to provide undergraduates (individuals, teams, or clubs) in the college with academic and/or personal guidance. The following should be included in a nominating letter for the WALSAA Outstanding Advisor Award. We are looking for insight into:

- Quantity of advising (number of advisees over time relative to department's load).
- Quality of advising (accessibility, willingness to help, knowledge of program).
- Related activities (internships, independent studies, placement, mentoring).
- Contributions to student groups.
- Other contributions to undergraduate needs and interests.

In addition to the letter of nomination, up to two letters of reference from colleagues or other individuals who are familiar with the nominee's advising may be included. Letters may come from faculty, staff, or students.

**Selection Criteria for Advisor Award**

- Quantity of Advising (20%). Number of majors in department and number advised by nominee.
- Quality of Advising (50%). Accessibility and willingness to help, knowledge of degree requirements, quality of student records, involvement with internship, and placement.
- Contributions to student groups (20%). Advisor to student clubs and professional organizations.
- Other contributions to undergraduate needs and interests (10%).

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### **Arthur J. and Ellen A. Maurer Extra Mile Award**

The Arthur J. and Ellen A. Maurer Extra Mile Award goes to a faculty or academic staff member who has demonstrated unusual concern for, and provided exceptional service to undergraduates, graduates, and/or Farm and Industry Short Course students. The recipient will have a track record of impact on the students' education, career plans, leadership, or other aspects of students' lives. The service should exceed the level that might normally be expected from faculty or staff, and can include:

- Mentoring/advising of individual students or student groups
- Creating formal or informal experiential learning opportunities
- Providing leadership to improve the educational experience
- Service on committees related to student life and academic achievement
- Other activities that enhance the educational experience of students

The nomination packet must include a letter of nomination and up to two letters of support. Any student with at least 90 degree credits at the beginning of the current fall semester or a CALS student group may nominate an individual faculty or academic staff member in any College department or center. **Please note: all nomination letters must come from students. Letters of support from faculty are no longer permitted as part of the nomination packet.** Students are encouraged to contact the department for assistance in preparing a packet. The packet should include the candidate's formal job description, present a list of the nominee's outstanding services and contributions and should include substantial evidence of student support for the nomination.

When indicated in the nomination letter, submissions for the Arthur J. and Ellen A. Maurer Extra Mile Award will also be considered for the WALSAA Outstanding Advisor Award when qualified.

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### **Submission and deadline:**

- Please submit the nomination materials electronically as one PDF document to Assistant Dean Nikki Bollig at [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) by **Friday, February 16, 2018**.

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### **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 2, 2018 at 3 pm** in the Ebling Auditorium, Microbial Sciences Building.
- For further inquiries, please contact: Nikki Bollig at [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu).