Call for Nominations 2015-16
Graduate College Research and Teaching Excellence Awards
Graduate Program, English Department

The graduate program will be accepting nominations for Research Excellence Awards and Teaching Excellence Awards for the 2015-16 academic year according to the deadlines listed below. Graduate College information on both awards is available online at http://www.grad-college.iastate.edu/academics/awards/.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Research Excellence (all documents submitted electronically to <a href="mailto:englgrad@iastate.edu">englgrad@iastate.edu</a>)</th>
<th>Teaching Excellence</th>
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</thead>
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<tr>
<td>Fall 2015</td>
<td>October 26th</td>
<td>Nominations spring only</td>
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<tr>
<td>Spring 2016</td>
<td>March 7th</td>
<td>March 7th</td>
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<tr>
<td>Summer 2016</td>
<td>April 25th</td>
<td>Nominations spring only</td>
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Research Excellence Award: nominations must be made by the student's major professor in the form of a letter to the Director of Graduate Education and submitted electronically to the Graduate Program Staff Assistant via email to englgrad@iastate.edu. The major professor is responsible for notifying the student of the nomination. All theses to be considered must include, in addition to a faculty letter of nomination, a 3-5 page supplementary narrative to the thesis that situates the work within its scholarly tradition. This supplement must be written by the student whose work is being recommended. In addition, the student must include a list of works cited or bibliography. These student written documents and a clean copy of the thesis or dissertation must also be submitted electronically by the student via email to englgrad@iastate.edu by the deadline. To be eligible, students

- must have written a thesis rather than a creative component
- must be very close to graduating (students are no longer required to be in the same semester of graduation; however, they cannot have already graduated)

Teaching Excellence Award: nominations may be initiated by anyone currently active in the department, not including the students themselves. Required nomination materials (see page 2) must be submitted electronically to the Graduate Program Staff Assistant by the deadline (via email to englgrad@iastate.edu). To be eligible, Master’s and Ph.D. students

- must be currently enrolled as a graduate student at ISU, not necessarily in English
  (The candidate need not be teaching on campus at the time of the nomination but must be officially enrolled as a graduate student; for Ph.D. students in absentia, this enrollment could be in English 699 or Graduate Studies 680.)
- must have completed at least two semesters of support from the Department of English
  or
  be in semester of graduation
- must have completed teaching at least three course sections in the Department of English by the time of the nomination. Candidate must have course evaluations from each of these courses by the time of nomination. All the teaching may be in one course or in a mixture of courses. For example, three sections of 150 or SpCm 212, one section of 250 and two sections of 302, or a combination of teaching 150 or 250 and any ESL courses (e.g., 99, 101, 219, 220).
- must not have previously received the award

In addition, Ph.D. student nominations will be evaluated partly on range, variety, and number of courses taught at ISU, and partly on teaching-related activities beyond the classroom.
Teaching Excellence Awards
Requirements and Procedures
Iowa State University
Department of English

Faculty and students submit nomination letters, support letters, and nominee provided materials to the Graduate Program Staff Assistant via email to englgrad@iastate.edu. Nomination and support letters should be addressed to the Director of Graduation Education. Each nomination for a TEA will consist of all the following items. The person submitting the initial letter of nomination (item “1” below) is responsible for notifying the student of the nomination, and the student is responsible for seeing that all necessary materials are submitted by the deadline.

1. Letter of nomination. This letter should detail the rationale for nominating the candidate for the TEA. The letter may be written by a faculty member, another teaching assistant or other staff member who is well acquainted with the candidate’s teaching.

2. At least one additional letter of support. This letter may be from faculty or staff members, including teaching assistants, who are in a position to know something about the candidate’s teaching (an office mate is often a good source).

NOTE: One of the above letters should come from a tenure-line faculty member in the Department of English. It is most helpful for the nomination if faculty letters include specific teaching strengths such as areas and evidence of expertise, specific innovations, or teaching efforts far exceeding the demands of duty, rather than simply narrating classroom events on the day of a visit.

3. A recent observation report by a faculty member. For Master’s candidates, this report will be a second-year observation. For Ph.D. students, this report will be an observation of classroom teaching. Observations should be arranged by the candidate on an individual basis. Observations can be done by the same person nominating or writing a letter of support for the nominee and can be included in their letter of nomination or support.

4. The nominee will provide the following:

a) A personal statement. This statement should address the candidate’s teaching philosophy or approach, classroom innovations, etc.

b) Course syllabus and policies for each set of student evaluations.

c) A sample of course materials. These materials should not exceed 5–6 pages and should include examples of course assignments or innovative course materials (hard copy of course web pages required).

d) Two sets of recent student evaluations that will be returned. If the candidate’s teaching assignment involves work in the Writing Center or IEOP, et cetera, a letter from the appropriate supervisor may be used in lieu of a set of student evaluations.

In addition to the items detailed above, the Graduate Studies Committee may examine grades assigned in the nominee’s classes. The Graduate Studies Committee may also request an evaluation from the nominee’s supervisor (generally the Director of ISUComm Foundation Courses, the Coordinator of Advanced Communication, the Public Speaking Course Director for Speech Comm 212, or the Engl 99/101 Course Coordinator, whichever is more appropriate for the case being presented).

The Graduate Studies Committee judges all nominations and determines the number of awards per semester to be granted, working from a yearly total of awards allocated by the Graduate College. The Graduate Studies Committee may decide not to grant any awards for a given semester.