

Ronald Kleinknecht Excellence in Teaching Award - College of Humanities and Social Sciences -

Ronald A. Kleinknecht is founding dean of the College of Humanities and Social Sciences.

One award is given each year to an instructor or visiting faculty member from the College of Humanities and Social Sciences. Depending on availability of funding, the award will normally include a \$1,000 stipend.

A selection committee will review the candidates' files and designate the recipient of the award. The committee will consist of one College affiliated tenure-line faculty member, one College affiliated student (selected by the AS Vice President for Academic Affairs), one previous award winner, and will be chaired by the Dean of the College.

Nominations are solicited from alumni, students, and faculty members.

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

- (1) No person will receive this award more than once.
- (2) Only the name of the winner of the award will be announced on completion of the process.
- (3) The candidate must be an instructor or visiting faculty member in the College.
- (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 will be limited to no more than three years. Student evaluations should be representative of courses taught within three years of teaching at Western. The candidate should provide copies of syllabi, reading lists, writing assignments, final exams, and any related materials used in the courses; *more is not necessarily better in these materials.*
 - b. The candidate will supply the committee with two letters of support from students and two letters of support from faculty members, based on observation of the candidate's teaching.
 - c. The candidate will provide a current vita.
 - d. The candidate may provide up to two 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.