

PETER J. ELICH EXCELLENCE IN TEACHING AWARD PROCEDURES
COLLEGES OF HUMANITIES & SOCIAL SCIENCES and SCIENCES & ENGINEERING

One award is given each year to either a faculty member from the Colleges of Humanities and Social Sciences or the College of Science and Engineering. In odd numbered years (winter/spring quarters), the College of Science and Engineering (CSE) will administer the award. In even numbered years (winter/spring quarters), the College of Humanities and Social Sciences (CHSS) will administer the award.

A selection committee will review the candidates' files and designate the recipient of the award. The committee will consist of the Deans from both Colleges, a previous award winner, one other faculty member, and two students (selected by the AS Vice President for Academic Affairs). Faculty and student members will represent each College; with a total of six committee members.

The announcement is sent from the Provost to the campus community. Nominations are collected electronically via Qualtrics. Nomination submissions must include the nominator's name and a nomination statement or will not be considered.

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name of the winner of the award will be announced upon completion of the process; the names of other candidates shall not be published at any time during or after the process.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 tenure track member of the faculty and should have at least three full years of service at Western. Visiting faculty, non-tenure track faculty, and part-time faculty are not eligible.
4. Nominees will be asked if they wish to be candidates and, if so, are 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. The committee may devise additional or alternative criteria and/or process upon announcement.
7. The committee will evaluate materials secured through all processes and make its selection according to its best judgment.
8. To secure consistency in the evaluation process nominees will provide the following documents:
 - a. The candidate should provide a current vita.
 - b. While the award is intended to recognize all of one's excellence in teaching while at Western, supporting materials from the candidate shall be limited to no more than the past three years. Evaluations should be representative of all courses taught and should include written student comments as well as any numerical data available.

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- i. In addition, the candidate should provide current copies of syllabi from all courses taught in the last three years.
 - ii. The candidate may provide a maximum of two supporting documents per course but this is not required.

 - c. The candidate will supply the Dean with the names and addresses of reference contacts consisting of: students, alumni, and colleagues (minimum of 1 contact for each for a total of 3 contacts, maximum of 2 contacts for each for a total of 6 contacts). 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. As part of the colleague category, reference contacts may consist of faculty at other institutions. These colleagues should reasonably represent the candidate's department or field.

 - d. The candidate will provide **up to three pages** describing aspects of his/her teaching that may not be covered by the requested materials.

 - e. In the past, the Elich Award Committee has evaluated nominees using the following criteria:
 - i. Challenge Level
 - ii. Student Engagement
 - iii. Breadth/Versatility
 - iv. Risk/Innovation
 - v. Impact
 - vi. Passion/Energy
9. Faculty on leave in the year of nomination may choose to defer the nomination to the following academic year.