Karl G. Maeser Professional Faculty Excellence Award Nomination Packet

Nominee Information

Name: _____   **Department:** _____

BYU ID: _____   **College:** _____

Nomination Packet Guidelines

A nomination packet consists of three parts:

1. Nomination Questions: This section consists of 4 questions relating to the candidates' qualifications for this specific award. These are to be answered by a member of the nominee's department or college. See guidelines in the Nomination Questions section of this form for more information.

2. An abbreviated CV to be attached to this packet. The CV should be no more than 5 pages, focusing on the areas most relevant to the award.

3. A Student Ratings Summary Report to be attached to this packet. The report should include all student comments for all courses taught in the previous 5 years.

Faculty members may not be nominated for more than one award in any given year, with the exception of the Karl G. Maeser Distinguished Faculty Lecturer.

Award Description

This award is given in recognition of outstanding achievement in fulfilling professional faculty responsibilities. Recipients of this award are professional faculty members who have demonstrated excellence in citizenship and in their professional assignments including, but not limited to, clinical supervision and instruction, counseling, librarianship, teaching, or scholarly or creative work.

Nomination Questions

To be answered by a member of the nominee's department or college.

Please remember that although many awards are designed specifically to acknowledge meritorious performance in a single area of faculty responsibility, all nominees should be exceptional in all areas of faculty responsibility according to department, college, and university standards for continuing faculty status (CFS) and for the academic rank they hold.

Please fill out the following three pages and answer all questions thoroughly. No additional documentation is needed for this portion of the application.

General Guidelines:

- Shorter is better, try to stay at or below the suggested word count for each question.
- Carefully review the award description before writing your nomination.
- Include quantity and quality standards so that reviewers from outside the discipline have context for evaluating the nominee's contributions.
- Provide enough context that reviewers from across campus can understand and evaluate the nominee's worthiness for special recognition.
- Heavier weight should be given to the "award criteria" question(s).

1. (300 words) <u>Award Criteria Question:</u> How has this candidate demonstrated outstanding achievement in fulfilling their professional faculty responsibilities?

2. (300 words) <u>Award Criteria Question:</u> How has this candidate demonstrated excellence in citizenship through their professional assignments?

3. (300 words) If not addressed above, please describe how these contributions have served to advance the Aims of a BYU Education. Contributions to all four aims should be addressed..

4. (Optional) Candidates should be exceptional in all areas to be considered for any university award. If not already described above, please identify here how this candidate is exemplary in teaching, citizenship, and scholarship/professional service according to their college or department standards. (max 300 words)

Abbreviated CV

Please attach the abbreviated CV (no more than 5 pages) and highlight the areas most relevant to the award.

Student Ratings Summary Report

Please attach the Student Ratings Summary Report including all student comments for all courses taught in the previous 5 years.

This table can be created from https://studentratings.byu.edu/ as follows:

   a. Select "View Student Ratings reports".

   b. Find and select the instructor's name.

   c. Under "Student Ratings Summary Report, Comprehensive reports for all courses beginning with the selected semester/term," click "View Report" and select the year and semester/term to start the report.

   d. Click "Download Full Report PDF" at the top to get a version that includes student comments.