



Jacksonville University

Faculty Awards for Excellence

in Teaching/Research/Service

Guidelines for Nominations and Submission

Eligibility:

- Eligibility for this award begins in your 3rd year of full-time teaching at JU. Nominations run from the first Monday in November through the last Friday in January. Nominees will be alerted via email from Academic Affairs between Jan 6 and Feb 14, and must then submit, as outlined in this document, a portfolio by February 28 to accept their nomination. To nominate, email the Office of the Provost at provostoffice@ju.edu with the name of your nominee.

Digital Submissions Only

- All submissions must be entered through Interfolio.
- You will receive an email from Interfolio with your application link.
- Contact Courtney Berwick at cberwic@ju.edu with any questions related to using Interfolio.

Cover Letter:

- The Cover Letter, written to the Selection Committee, may be used as a platform to highlight your most important relevant achievements. This document in your voice is for sharing some about yourself and your work – tell us why you are a great candidate for this honor.

Philosophy Statement:

- This document provides insight into your theory and practice in teaching/research/service. The Selection Committee is interested in learning about your approach, focus, methodology, innovation, and other relevant information about your work.

Resume / CV:

- Provide your most recent Resume / CV for review by the Selections Committee. This provides a robust and to-the-point listing of all your professionally relevant achievements and beyond.

Course Evaluations (for Excellence in Teaching candidates):

- Please limit your evaluation data to only the last 2 years.
- Please provide a Course Evaluation Summary – a document that distills key information from all available course evaluations into a single place for quick information and comparison. The Course Evaluation Summary may include your brief thoughts on evaluations as well as your notes/explanations relevant to any included scores/comments/etc. Your Course Evaluation Summary may also include a few selected student comments.
- Nominees are expected to, in addition to the Course Evaluation Summary, submit the full and complete course evaluations and student comments for courses taught (going back 2 years). Please arrange these files in a sub-folder in your digital submission of materials.

Supporting Materials:

- These items document your excellence in areas not explicitly requested above, and/or support comments you have made within your above materials. Example materials may include: letters of support, artifacts from innovative practices (such as project handouts, pictures of the process or outcomes, etc.), and/or examples of other important professional work that is relevant to your teaching/research/service.
- Please limit your support materials to 10 pages or less.

Notes from the Selection Committee:

- Your organization of materials, as well as the quality of the design/layout/formatting of your documents, reflect your interest in receiving this award. Your professionalism is evidenced through the impact your materials leave. The Selection Committee appreciates well organized packets.

- The Selection Committee is keen to know about your innovative and creative approaches. Be sure to highlight your use of unique projects, modern technology, responsiveness to current events, collaborative work, and/or anything else that sets you apart as an example of Excellence.