***Fixed Term Faculty Teaching Award***

**for Innovation/Excellence in Teaching in the**

**College of Business Administration**

The Fixed Term Faculty Teaching Award is an award to a fixed term faculty member demonstrating innovation and/or excellence in teaching. One faculty member may receive $3,000 in professional development funds, to be managed through the Office of the Dean.

Procedures and the criteria for selection follow:

1. There may up to **two** nominees from each department in the College of Business Administration. Applications will be made in consultation with the department chair. Nominees must have taught at least five semesters within the CBA at CMU.
2. Previous recipients of the award during the past five years may not be nominated. We again congratulate these recent recipients: *2018: Brent Jensen (BIS), 2019: No Award, 2020: Brad Taylor (Fin & Law), 2021: Evelyn Smith (MKT), 2022: Fred Lawrence (MKT)*
3. If a member of the Faculty Development Committee is among the nominees, he/she will not participate in the deliberations or decisions.
4. Application is to be made with the following considerations:
	* The applicant must be a fixed term faculty member (part-time or full time) who has taught at least **two courses** per semester (not including summer) over the last five semesters. Tenured and tenure track faculty are not eligible to apply.
	* The applicant must explain and adequately document the accomplishments *in at least one* of the areas of [1] excellence in teaching and/or [2] effective innovation in teaching.
	* The applicant’s narrative should be a maximum of four single – spaced pages, not including exhibits in the appendices. The narrative and appendices must be submitted in a single, electronic file (PDF).
	* The committee will give preference to those applications that demonstrate student learning as a result of effective pedagogy.
	* Preference will be given to applicants that attend and document *at least one* teaching and learning seminar within the last year.
	* Documentation of other contributions to the CBA should *not* be included in the application materials.
	* The application must include [1] Student Opinion Survey results printed or copied from the iCentral Faculty/Staff portal, and [2] the applicant’s grade distribution reports, for all course sections the applicant has taught over the past 3 years (or those sections the applicant has taught if they have not worked at CMU for 3 years). Applicant’s Student Opinion Survey results and grade distribution reports for all course sections for the past 3 years should be summarized in a 1-page table, which should be the first page in the appendices. An example is attached to this announcement.
	* Preference will be given to applicants who demonstrate student learning along with reasonable and rigorous grading practices, while obtaining excellent student evaluations.
	* Applicants who wish to demonstrate innovation should be sure to specify whether their innovation is a completely new concept (development of innovation) or an application of existing ideas (utilization of innovation).
5. **An electronic narrative should be submitted to Sarah Ransom at** **polzi1sm@cmich.edu****.** Each candidate should submit one electronic file (PDF) which contains their narrative and supporting materials via email to Sarah Ransom in the Dean’s Office by **5:00PM on Friday, March 3, 2023.**

***Late materials will not be accepted for any reason.***

The Faculty Development Committee of the CBA will be responsible for the selection of the award recipient(s) and will notify the Dean of their selection. Recipient(s) will be notified by the Dean. Applicants are invited to discuss the documentation that should be included in their packets with members of the CBA Faculty Development Committee: *C. Allen (MKT), M. Hwamg (BIS), KC Lin (ACC), L. Zettel (ENT), A. Lhila (ECO), A. Epstein (FIN & Law), or V. Whitelock (MGT).*

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| **Example: Summary Table for SOS Mean Scores & Avg Class GPA**  |
| **Course**  | **Semester**  | **SOS Mean for Overall Instructor Effectiveness**  | **Avg GPA**  |
| ABC150  | Fall, 2016  | 3.84  | 2.89  |
| ABC150  | Fall, 2016  | 3.71  | 2.93  |
| ABC350  | Fall, 2016  | 3.61  | 2.77  |
| ABC150  | Spring, 2016  | 3.80  | 2.89  |
| ABC150  | Spring, 2016  | 3.74  | 2.93  |
| ABC350  | Spring, 2016  | 3.65  | 2.77  |
| ABC150  | Fall, 2015  | 3.80  | 2.89  |
| ABC150  | Fall, 2015  | 3.74  | 2.93  |
| ABC350  | Fall, 2015  | 3.65  | 2.77  |
| ABC150  | Spring, 2015  | 3.65  | 2.89  |
| ABC150  | Spring, 2015  | 3.80  | 2.93  |
| ABC350  | Spring, 2015  | 3.74  | 2.77  |
| ABC150  | Fall, 2014  | 3.65  | 2.89  |
| ABC150  | Fall, 2014  | 3.80  | 2.93  |
| ABC350  | Fall, 2014  | 3.65  | 2.77  |
| ABC150  | Spring, 2014  | 3.80  | 2.89  |
| ABC150  | Spring, 2014  | 3.74  | 2.93  |
| ABC350  | Spring, 2014  | 3.65  | 2.66  |
| ABC150  | Fall, 2013  | 3.80  | 3.01  |
| ABC150  | Fall, 2013  | 3.74  | 2.75  |
| ABC350  | Fall, 2013  | 3.61  | 2.93  |
| ABC150  | Spring, 2013  | 3.83  | 2.66  |
| ABC150  | Spring, 2013  | 3.77  | 3.01  |
| ABC350  | Spring, 2013  | 3.62  | 2.75  |
| Overall Average  | 3.72  | 2.86  |