TO: Department Chairs and Program Directors
FROM: Linda Bell, Provost and Dean of the Faculty
RE: Nominations for Teaching Awards

Excellence in teaching is a goal for all faculty at Barnard and our coveted teaching awards recognize those faculty among us whose teaching records are exceptional.

As I announced at the last Chair’s Meeting, we are currently seeking nominations for the following two awards:

**Gladys Brooks Faculty Excellence in Teaching Award**
Established at Barnard in 1989 by the Gladys Brooks Foundation, this award is bestowed annually to recognize considerable individual achievements of tenure-track/tenure-eligible assistant professors.

**Teaching Excellence Award**
The Teaching Excellence Award is designed to recognize a faculty member who has made a difference in the teaching climate of the College. Any full-time faculty member may be nominated.

To supplement the lists of potential nominations you brainstormed for your divisions, a Call for Nominations will also be distributed to all faculty this week. Faculty members will be asked to send names of colleagues or self-nominations, accompanied by a one-paragraph statement of support, to the nominee’s department chair by **Wednesday, March 26, 2014**. I ask that you consider fully these open nominations.

As has been our practice since spring 1999, the nomination process culminates with a divisional review at the Chair's Meeting on **Wednesday, April 2, 2014**. At the April 2nd meeting, chairs will be expected to present nominees from their departments. In cases where a department chair cannot attend this meeting or is a nominee, an alternate departmental member should attend the meeting in place of the chair. A list of departments by division and a list of past award recipients are attached for your reference.

Supporting materials for each of the final divisional nominees are due to the Provost's Office by **Monday, April 21, 2014**. The Advisory Committee on Appointments, Tenure, and Promotion (ATP) will review this material and select the teaching award winners. Award recipients will be announced at the May 5 faculty meeting.

Supporting material for the final divisional nominees should include the following:

- A letter of support from the department chair, focusing on the nominee’s teaching and advising, of approximately two to three pages in length.
- A report on the nominee’s courses taught and enrollments for the last five years, to be obtained from the Provost’s Office.
- A representative sample of student evaluations for courses taught by the nominee in the past five years. Evaluations should be retrieved from Courseworks and include both the “concise” reports with student responses to objective questions and unredacted student comments.
- The most recent syllabus for each course taught by the nominee in the past five years.
I ask that you please refrain from soliciting additional student letters in support of your nomination.

Questions concerning the supporting materials for divisional nominees can be addressed to Dana Johnson, Manager of Academic Programs and Faculty Support in the Provost’s Office, at extension 4-6627 or email to djohnson@barnard.edu.