

Your nomination for the Excellence in Teaching Award

Laura L. Gathagan

Sent: Tuesday, October 27, 2009 10:00 AM

To: Kimberly Rombach

Importance: High

Dear Kim :

I am very pleased to inform you that you have been nominated for the annual Tenure-Track Excellence in Teaching Award for 2009 - 2010. If you choose to accept this nomination, the Faculty Development Committee requests that you notify us as soon as possible and send both your fall and spring teaching schedules so that we may arrange classroom observations. You may submit these via email to the Faculty Development Center at laura.gathagan@cortland.edu.

One committee member will visit your class for each observation: once during the fall semester and once in the spring semester. Classroom Observations are the weightiest part of the determination process for this award, and as such, they are conducted at your convenience. Please be sure to inform us if there are any classes that would not be relevant to the evaluation (e.g. exams, classes in which videotapes are shown, etc.). Members of the Faculty Development Committee will contact you directly after we receive your course schedules to arrange observations.

In addition, you are required to submit the items listed below by the first day of the spring semester, **Monday, January 25, 2010**. We hope this will give you ample time to collect these materials. Please use a loose-leaf notebook to organize the submission materials with each section clearly identified.

1. Syllabi for courses taught in the upcoming spring semester. Please note any classes that would not be relevant for observation, that is, exams, videotapes, etc.
2. Statement of Teaching Philosophy of no more than two pages
3. Supporting evidence that documents the effectiveness of your teaching technique. Evidence can include, but is not limited to: teaching materials; student work and/or evaluations that target the specific category for which the nomination has been made; and/or students' statements on how the nominee's work in the targeted category has impacted their learning.
4. A minimum of two year's CTEs. Note: the Selection Committee may obtain grade distributions for review
5. A letter of support from **either** the appropriate Department Chair or Dean

At least two committee members will visit your classes during the spring semester to determine the successful candidate. Classroom observations will be conducted at your convenience. Members of the Faculty Development Committee will contact you directly after we receive your course schedules to arrange observations.

The complete guidelines and award rationale can be also be found online at:
http://www.cortland.edu/fdc/non-tenure_teaching_award.asp

Congratulations on the recognition you have already received by your nomination. We welcome the opportunity to inform others of the fine work that you do for and with our students.

Sincerely,
Laura Gathagan,
Director

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