

Procedures for the Selection of Kaneb Teaching Award Recipients

I. Brief Description of the Award

The University has received a generous gift from John A. Kaneb to recognize excellence in teaching at Notre Dame at the undergraduate level. Kaneb teaching awards seek to recognize faculty who have consistently demonstrated outstanding teaching and who have contributed significantly to Notre Dame's undergraduate teaching mission over time. The annual Kaneb awards underscore the breadth and depth of excellent teaching at Notre Dame.

II. Criteria for Selection

A. Eligibility

1. T&R Faculty must be tenured and have completed five years of teaching at N.D.
2. Professional Specialist Faculty must have completed five years of teaching at N.D.
3. Adjunct Faculty must have completed five years of teaching at N.D.

B. Eligibility after having received a Kaneb Award

1. In addition to those who meet the criteria outlined above, those who are eligible to receive the award also include previous Kaneb recipients who have "sat out" the required period, all other previous teaching award recipients, and eligible faculty who are on leave.
2. Recipients of the awards will not be eligible to receive another award for two years subsequent to the award.

III. Nomination Process

A. Procedures for Obtaining Nominations

1. The college and departments will work together to obtain both student and faculty input throughout the process. To facilitate this process, information will be sought through the following means:
 - a. In late January/early February the college will run an ad in the *Observer* soliciting student nominations to either the faculty member's department or the Associate Dean. We will also use the student list-serv to send out email solicitations as well.
 - b. The college will continue the practice of providing a roster to departments of those who score in the top 30% of the TCEs on question 17 for at least one of their courses during the previous two semesters. The departments are encouraged to use, but are not bound to this roster as a gateway for a candidate's eligibility.
 - c. The college will also send letters seeking nominations to departments, program and concentration directors who may want to nominate members of their own faculty.
 - d. Departments, programs, and concentrations will be encouraged to solicit student nominations through their own internal channels including list serves and student participation on the departmental committees.

B. Time Table

1. **February 24:** Departmental nominations submitted to the Office of Undergraduate Studies where they will be copied and distributed to the College's Kaneb Award Review Committee (KARC).
2. **March 17:** Submission of KARC's roster of potential recipients to the Dean for final approval.

C. Nomination Committees

1. Each unit is responsible for determining the composition of its nomination committee and selection procedures.
2. Nominating committees are responsible for providing to the KARC:
 - a. A roster that ranks its nominees
 - b. A completed nomination form for each nominee (attached below)
 - c. TCEs – See Nomination Form for details.
 - d. A cover letter or letter of nomination which makes the case for each nominee. The most useful cover letters are those that make their case on the basis of some or all of the following criteria:
 1. Classroom Effectiveness. Strong TCEs are necessary, but is there other evidence, besides the TCEs, to demonstrate that this is a good teacher? How challenging is this person as a teacher? To what extent does this person create environments that stimulate significant student learning? To what extent does this person elevate students to a new level of intellectual engagement? To what extent does this person foster students' ability to express themselves?
 2. Mentoring and Advising. Advising, thesis direction, writing instruction, tutorials and other one-on-one efforts; out-of-classroom interactions, for example generous office hours, inviting students to their homes, etc. Is this person perceived as a role model for character and for intellectual life?
 3. Contribution to the College's Teaching Mission. Curriculum shaping; innovative course design and teaching methods; range of courses including contributions to University Seminars and the College Seminars. The Department's cover letter should convey an indication of the strength of the department's support of the nominee.

NOTE: Please do NOT include syllabi or the hand-written responses of the TCEs. Supplemental material may include letters from colleagues and/or current and former students.

D. The Collegiate Committee's Role

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1. Departmental nominations and information will be forwarded to the KARC. This committee will be appointed by the Associate Dean and will consist of faculty, who will be chosen from the current cohort of Kaneb award recipients, and two students. The KARC will present to the Dean for his/her final approval, a roster of potential recipients and will meet with him/her as the need arises to discuss their procedures and rationale.

E. Announcement

1. The announcement of the Kaneb Award college recipients is made by the Dean of the College.
2. The "official" letter and conveyance of the award is made by the Provost's Office.

Nomination Form for Kaneb Teaching Awards

Department:

I. Data About the Nominee:

- A. Name of faculty member:
- B. Current position:
- C. Length of service at Notre Dame:
- D. Rank in the list of the department's Kaneb nominees:
- E. TCEs: Copy front page only. Submit as full a record as possible for the previous four semesters. Please compare the nominee's TCE s with those of the department and college for courses of the same level and size.
- F. List of materials included in the faculty member's nomination folder.

II. Data about the Department:

- A. Total number of department faculty:
- B. Number of tenured faculty:
- C. Number of professional specialist faculty:
- D. Number of adjunct faculty:
- E. Number of faculty nominated for this year's Kaneb Award:
- F. Total number of departmental faculty eligible for the award (See Procedures, II A & B)
- G. If your department is not submitting faculty nominees this year, why not?

III. Signatures of the Departmental Comittee:
