

NEW – Karen and Jim Frank Excellence in Teaching Fund and Marion Kryczka Excellence in Teaching Fund

The ***Karen and Jim Frank Excellence in Teaching Fund*** and the ***Marion Kryczka Excellence in Teaching Fund*** support monetary awards for outstanding teaching by part-time faculty.

In 2016-17, there will be 4 awards of \$5,000, one of which will again be awarded to the Part-Time Faculty Member of the Year selected by the students and announced at commencement in spring 2017.

Candidates for the *Excellence in Teaching* awards may be nominated by their Department Chair(s) and/or full-time colleagues who have served in an administrative role* (i.e. former Department Chairs, Grad Coordinators, Divisional Deans, etc.) Materials will be reviewed by the Dean's Selection Committee with recommendations made by the committee members to the Provost and the President of the School. The grantee(s) will be selected based on the content of their syllabi and results of their course evaluations.

Eligibility

Part-time faculty currently teaching in a degree program who have taught consecutively for 3 years.

Submission Guidelines

By or before Monday, September 26, 2016 nominations should be sent via email to Molly Scranton, Assistant Director of Faculty Services at mscranton@saic.edu, along with the materials listed below. The application materials should be formatted as a single PDF and sent using the subject line "Last Name_Excellence In Teaching". Please be sure to include your name, rank, and primary department(s) in your application PDF.

Please submit the following:

- **Nomination Letter from Department Chair or Other Full-Time Faculty Member**
- **Sample Syllabi**
- **History of Courses Taught** within the past 3 years (fall of 2013 - summer of 2016)

The Assistant Director of Faculty Services will download applicants' course evaluations to distribute to the Dean's Selection Committee.

Review and Selection

All submissions are reviewed by members of the Deans Selection Committee, which includes the Dean of Faculty, Divisional Deans, and elected full-time and part-time faculty representatives. Recommendations are then made to the Provost and the President of the School. Individual recipients are contacted via SAIC email in late September/early October.

Awards

Award recipients are not eligible to re-apply for 3 years. The first year is the fiscal year in which the award is received.

All Excellence in Teaching awards are distributed as One-Time-Payments, dispersed through regular payroll. Recipients will be sent a One-Time-Payment request form to sign and return. The grant amount is then added to regular payroll in four to six weeks. **Since the award is subject to regular payroll taxes, recipients are encouraged to keep records and receipts of associated expenses to submit with their individual year-end tax return.**

*Full-time colleagues who have previously served in an administrative role need not send their nominations to the current department chair but should instead send their submission directly to the Assistant Director of Faculty Services for consideration by the Dean's Selection Committee.