

## **PART-TIME EXCELLENCE IN TEACHING AWARDS IN 2019-20 NOMINATIONS DUE TUESDAY, OCTOBER 1, 2019**

---

SAIC is pleased to accept nominations for the following excellence in teaching awards for part-time faculty:

Of four awards, one of the **Karen and Jim Frank Excellence in Teaching Awards** (\$5,000) will go to the part-time faculty member of the year selected by the students and announced at commencement 2020. The other three will be awarded per the nomination process laid out below.

Three **Marion Kryczka Excellence in Teaching Awards** (\$5,000) will go to part-time faculty members (one of which will be from the Painting & Drawing Department) per the nomination process laid out below.

Two **Nick and Keven Wilder Travel Fund Awards for Painting & Drawing Part-Time Faculty** (\$2,500) will go to part-time faculty members from the Painting & Drawing Department per the nomination process laid out below.

One **Nina Frenkel Award for Faculty Excellence** (\$5,000) will go to a part-time faculty member from any department per the nomination process laid out below.

Candidates for the Part-Time Excellence in Teaching awards must 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.

**Applications, including nomination letters, must be submitted by the nominee.** Chairs/nominating faculty may not submit nominations and/or supplemental materials on behalf of the nominee.

### **ELIGIBILITY**

- Part-time faculty currently teaching in a degree program who have taught at SAIC consecutively for 3 years
- Have not received a part-time excellence in teaching award within the past 3 years (For example, if you receive an award in academic year 2019-20, you will not be eligible to be nominated again until academic year 2022-23).
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements

### **APPLICATIONS ARE DUE ON OR BEFORE TUESDAY, OCTOBER 1, 2019.**

**TO APPLY, complete the [Part-Time Excellence in Teaching Application Form](#).**

You must be logged in to your SAIC email account to complete the form and apply. If you have any technical difficulty, including problems accessing the form, please contact the CRIT HelpDesk by calling 312.345.3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/s4LmndAQYDPv3HXo7>

### **Please convert all word documents into PDFs before uploading. Required files to upload include:**

Nomination letter from a department chair or other full-time faculty member; up to 3 sample syllabi; and history of courses taught within the past 3 years (fall 2016 through summer 2019). The Office of Academic Affairs will download nominees' course evaluations to distribute to the Dean's Selection Committee.

Members of the Dean's Selection Committee will review all nominations. Recommendations will then be made to the Provost and the President of the School.

**Notifications** of awards will be emailed to the recipients, their department chairs, and their administrative directors in late October/early November.

### **Award Details**

All Excellence in Teaching awards are distributed as One-Time-Payments, dispersed through regular payroll. The grant amount will be added to regular payroll payments no later than six weeks after notice of the award. **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.**

**Questions** about Part-Time Excellence in Teaching Awards and the application process can be directed to Maya Gopalan, Assistant Director of Academic Administration at [mgopalan@saic.edu](mailto:mgopalan@saic.edu).