![SAIC School of the Art Institute of Chicago]

PART-TIME EXCELLENCE IN TEACHING AWARDS IN 2023-24
NOMINATIONS DUE MONDAY, OCTOBER 9, 2023

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

Of the four awards for the **Karen and Jim Frank Excellence in Teaching Award** ($5,000), one part-time faculty award will be selected by the students and announced at commencement 2024.

Two **Marion Kryczka Excellence in Teaching Awards** ($5,000) will go to part-time faculty members (one of whom will be from the Painting & Drawing Department).

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.

One **Nina Frenkel Award for Faculty Excellence** ($5,000) will go to a part-time faculty member from any department.

Aside from the one award determined by students, all part-time excellence in teaching awards will be awarded through the following process:

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.). Nominations may **not** be submitted by faculty emeriti. 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 awardees 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 *(i.e., must have taught consecutively since academic year 2020-21)*
- Have not received a part-time excellence in teaching award within the past 3 years *(i.e., if you received an award in academic year 2020-21, 2021-22, or 2022-23, you are not eligible this year.)*
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements

APPLICATIONS ARE DUE ON OR BEFORE MONDAY, OCTOBER 9, 2023.
TO APPLY, complete the [Part-Time Excellence in Teaching Application Form.](#)

You must be logged into 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 Help Desk by calling 312.345.3535 or crithelpdesk@saic.edu. The form can also be accessed by pasting the link below into your browser:

https://forms.gle/uF376QnNr6reWpdt8

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

1) Nomination letter from a department chair or other full-time faculty member (excluding faculty emerit);
2) Up to 3 sample syllabi; and
3) History of courses taught within the past 3 years (fall 2020 through summer 2023).

The Office of Academic Affairs will download nominees' course evaluations (fall 2020 through summer 2023) 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 recipients, their department chairs, and their administrative directors in late-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 may be directed to Maya Gopalan, Assistant Director of Academic Administration at mgopalan@saic.edu.