

## **NON-TENURE-TRACK FACULTY EXCELLENCE IN TEACHING AWARDS**

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**DEADLINE:** Monday, October 6<sup>th</sup>, 2025 by 5:00 pm.

### **ELIGIBILITY**

- NTT faculty currently teaching in an SAIC degree program who have taught at SAIC consecutively for the past three academic years
- Have not received a non-tenure-track faculty excellence in teaching award within the past three academic years
- For the Nick and Keven Wilder Travel Fund Award only: Faculty who have not previously received this award in the past ten academic years are eligible
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements
- Have submitted all required syllabi by the deadlines to the Dean's Office

### **AWARD**

SAIC is pleased to accept applications for the following excellence in teaching awards for non-tenure-track (NTT) faculty:

Three **Karen and Jim Frank Excellence in Teaching Awards** (\$5,000). A fourth recipient will be selected by the students and announced at commencement 2026.

Three **Marion Kryczka Excellence in Teaching Awards** (\$5,000); one of whom will be from the Painting & Drawing Department.

Two **Nick and Keven Wilder Travel Fund Awards for Painting & Drawing NTT Faculty** (\$2,500) for faculty members from the Painting & Drawing Department.

One **Nina Frenkel Award for Faculty Excellence** (\$3,000) will go to a faculty member from any department. *This year marks the 9<sup>th</sup> and final Nina Frenkel Award, as the gift has now been fully expended. We are proud to have honored eight outstanding educators through this award since its launch.*

Aside from the one award determined by students, all non-tenure-track faculty excellence in teaching awards will be awarded through the following process:

Candidates for the Non-Tenure-Track Excellence in Teaching awards must be nominated by their Department Chair(s) and/or tenured/tenure-track 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. Instead, they should send the nomination letter to the faculty and ask them to submit along with the other required documents as listed on the following page.

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 may wish to retain records and receipts of associated expenses to submit with their individual year-end tax return.

## **APPLICATION INSTRUCTIONS**

**Applications are due on or before Monday, October 6, 2025 by 5:00 pm.**

**To apply, complete the [Non-Tenure-Track Faculty 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](mailto:crithelpdesk@saic.edu). The form can also be accessed by pasting the link below into your browser:

<https://forms.gle/Zs34Y4iBFoM4THnK7>

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

- 1) Nomination letter from a department chair or other tenured/tenure-track faculty member (excluding faculty emerit);
- 2) Up to 3 sample syllabi; and
- 3) History of courses taught within the past 3 academic years

The Office of Academic Affairs will download nominees' course evaluations to distribute to the Dean's Selection Committee.

## **REVIEW PROCESS**

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, their executive directors, and their senior administrative directors in late-November.

## **CONTACT**

Questions about Non-Tenure-Track Faculty Excellence in Teaching Awards and the application process may be directed to Maya Gopalan, Associate Director of Academic Administration at [mgopalan@saic.edu](mailto:mgopalan@saic.edu).