

NOMINATION INSTRUCTIONS FOR:

Weiss Presidential Fellows Award (2-3)
Weiss Provost's Teaching Fellowship Award (2)
Weiss Junior Fellowship Award (2)

COMPLETED PACKAGE CHECKLIST:

- 2 Faculty letters
- 6 Student letters
- Courses taught, level, enrollments for past 5 years (form attached)
- Summarized student evaluations for same time period
- Nominations must include syllabi of the courses taught by the Nominee
- Nominations must include a list of all courses taught by the Nominee AND a list of courses taught by the Nominee in the past 10 years
- Nominations must include numerical summaries of course evaluations (e.g. numerical scores or, if that is not possible, a systematic, straightforward, and as quantitative-as-possible summary of the data*) *SUCH DATA ARE PREFERRED WHEREVER POSSIBLE BUT NOMINATIONS ARE PERFECTLY ACCEPTABLE WHEN THEY ARE NOT AVAILABLE.
- Vitae...complete to include awards, research/extension, publications, other scholarly material, committees related to teaching, etc.
- Nominators should include a Table of Contents with the Nominations packet

IMPORTANT:

- **All nomination submissions must include two (but no more than two) letters of support from members of the faculty or academic staff, and six (but no more than six) letters of support from the nominee's current or former undergraduate students**
- Nominations without course-evaluations, or ones that include only (many) handwritten student-comments, cannot be considered.
- Nominations that present only "a selected set" of student course-evaluations will not be considered.
- Although the committee recognizes that department teaching-norms differ, and thus will consider exceptions, in general a nominee whose classroom-teaching excellence is in largely or only a single course is less likely to be successful.
- **New Weiss Provost's Teaching Fellowship award will be given to two non-tenure track individuals (Lecturers/ Senior Lecturers, Professor of Practice, Clinical Professor, Research/Senior Research Associates)**
- **New Weiss Junior Fellowship award will be given to two early-career, tenured professors (typically Associate Professors)**
- No Weiss Faculty/Student Committee member may nominate a Weiss Fellow or write a letter-of-support for any nominee while serving on the Weiss selections committee.
- A member of the faculty, the academic staff, or a student may submit a nomination. **Students** who wish to submit a nomination are encouraged to contact the faculty member's department chair for assistance in assembling supporting materials.
- Re-nominations are encouraged

SEND COMPLETE NOMINATION PACKAGE AS ONE PDF TO KAREN LUCAS AT KL24@CORNELL.EDU BY FRIDAY, MARCH 17, 2017.