

2021-2022 International Engagement Teaching Award Nomination Instructions

- All CLAS tenure-track, clinical-track faculty members, and instructional-track faculty holding a minimum 50% appointment are eligible to be nominated.
- The nominee must have taught in CLAS for a minimum of 8 semesters at the time of nomination.
- The International Engagement Teaching Award can only be won once.
- Previous nominees who did not receive an award are eligible for re-nomination.
- Departments may submit one nomination each year. We expect to award up to two International Engagement Teaching Awards in 2021-22.
- Completed nomination materials should be submitted electronically as a single PDF to Gabriella McDermott (gabriella-mcdermott@uiowa.edu) **no later than 4:00 pm., Wednesday, February 9, 2022.**
- *The nominee should also sign the Cover Page to indicate permission to release the information contained in the application and the DEO should sign the Cover Page to indicate that the nomination is complete and that the DEO endorses it.*

The International Engagement Teaching Award is given annually to CLAS faculty members in recognition of excellence in any of the following areas according to these criteria:

- Creating learning environments that encourage interactions between international and domestic students and support international students' integration into the University community, inside and outside the classroom.
- Using disciplinary or interdisciplinary pedagogical approaches in the curriculum that add and/or enhance international perspective.
- Encouraging students to actively integrate international internships and/or study abroad programs into their education.
- Service work supporting and/or developing programs which offer internationally-focused learning experiences.
- Fostering other international experiences for undergraduate or graduate students.

The nomination packet should include the following information:

- **Summary materials prepared by the nominee [no more than 3 pages total]:**
 - **A summary of courses taught during the previous 8 semesters** (brief course description, class size, and student level).
 - **A summary of additional teaching contributions** during the previous three academic years that emphasize international engagement.
 - **Statement of International Teaching Engagement.** This short statement (no more than a page) should address the specific award criteria outlined above.
- **Teaching Evaluation Materials [no more than 4 pages in total]**
 - **Table of ACE Feedback Results** for the past 8 semesters (see attached template).
 - **Summary of selected comments from student evaluations** (by course number/title, including average enrollment per course). One strategy is to use

select representative comments around particular themes that emerge (especially in the case of large enrollment courses).

- *Note that the DEO must sign on the cover sheet that they have reviewed the Teaching Evaluation Materials of the nominee and attest to the submitted materials being an accurate reflection of the teaching record of the nominee.*

- **Letters of Support [no more than 6 pages in total]**

- **1 letter of nomination** from DEO or faculty member (page limit: 2 pages)
- **1 letter of support** from DEO or faculty member (page limit: 1 page)
- **3 letters of support from students** (page limit: 1 page/letter)

All letters should be dated and have signatures attached (either electronic or scanned).

- **The nomination letter (2 pages):**

- The letter of nomination should include a complete description of how the nominee's activities and accomplishments over the last three years demonstrate commitment to the International Teaching Engagement Award criteria listed above.

- **The letter of support (1 page):**

- The letter of support typically should be more focused than the nomination letter and address at least one of the International Teaching Engagement Award criteria listed above with specific examples and support for the nominee.

- **The three letters of support from students (1 page/student):**

- The letters of support from students can be from current or previous students.
- It is helpful for students to first introduce themselves (undergraduate student, major or graduate student and area of study, or graduate of the institution and what they are doing now) and how they know the nominee.
- Letters of support from students should address the International Teaching Engagement Award criteria listed above.
- The most compelling letters of support from students convey specific actions that the nominee has taken to enhance education, inspire learning, and encourage ongoing exploration of learning and applications of learning within a discipline. Nearly all student letters speak to the enthusiasm and commitment of nominees in general ways, but letters that stand out tend to be specific.

Please submit your **collated nomination materials** in a **single pdf** using **12-point font** and **one-inch margins** in the **following order** to **Gabriella McDermott** (gabriella-mcdermott@uiowa.edu) **by 4:00 p.m. on Wednesday, February 9, 2022:**

1. Cover Page
2. Summary of courses taught during the previous 8 semesters

3. Summary of additional teaching contributions that emphasize international teaching engagement
4. Statement of International Teaching Engagement
5. Table of ACE Feedback Results
6. Summary of selected comments from student evaluations
7. Letter of nomination (DEO or faculty member)
8. Letter of support (DEO or faculty member)
9. 3 letters of support from students