December 17, 2010

TO: Deans, Directors, and Department Heads

FM: Dr. Tom Carskadon, Chair
University Instructional Improvement Committee (UIIC)

RE:  2011 Grisham Master Teacher Award
2011 Alumni Association Undergraduate Teaching Excellence Award

This is a general call for applications for the 2011 Grisham Master Teacher Award and the 2011 Alumni Association Undergraduate Teaching Excellence Award. Interested faculty must submit their applications to the Office of the Provost and Executive Vice President (608 Allen Hall, Mail Stop 9723) by the deadline of January 31, 2011. The application for the Grisham Master Teacher Award will also serve as the application for the Alumni Association Undergraduate Teaching Excellence Award. All applicants will automatically be considered for both awards unless they have already won one of them. No applicant will win both awards in the same year.

The Grisham Master Teacher Award and the Alumni Association Undergraduate Teaching Excellence Award are presented annually in recognition of excellence in teaching primarily at the undergraduate level. Details regarding the application process as well as the criteria that were used last year (which may be modified this year) to select our finalists are in the attached documents. This year, candidates may be observed during actual classes, and videos of these classes may be used by UIIC members as one part of their evaluation of candidates.

After careful review, the UIIC will select and announce the winners before the end of the Spring 2011 semester. Strongest consideration will be given to those applicants who carefully follow the application packet requirements and succeed in clearly documenting and demonstrating their mastery of outstanding teaching.

Please circulate this memo promptly to all faculty and administrators in your units. All current full-time faculty members at Mississippi State University, irrespective of rank, who have had at least three years of service at Mississippi State University are eligible to apply for these awards. We encourage nominees who were not selected in previous years to apply again, as each year there are many outstanding candidates for these awards, and many eventual winners do not win in the first year they are nominated.

Application packets of prior Grisham Master Teacher winners are displayed in the Special Collections section of Mitchell Memorial Library, and may be reviewed by potential award nominees and/or nominators.

We are deeply grateful to Mr. and Mrs. John Grisham and to the Mississippi State University Alumni Association for their longstanding support of these highly prestigious teaching awards.

nf  P.O. Box BQ • 608 Allen Hall • Mississippi State, MS 39762-5566 • Phone (662) 325-3742 • Fax (662) 325-4039
Grisham Master Teacher Award and Alumni Association Teaching Excellence Award Application

(Cover Page)

Nominee: _______________________________  Title: _______________________________

Department: _______________________________

Nominator: _______________________________  Phone: _____________________________

Please submit all documents in print form. Documents prepared by the nominee must be in 12-point Times font or similar.

☐ Nomination letter from a colleague, department head, dean, student, MSU graduate, or other professional associate.

☐ Three letters of support from faculty and/or administrative colleagues or superiors.

☐ Three letters of support from former students, at least two of which must be from students who have graduated within the last five years.

☐ Teaching Vita (not to exceed 5 pages): courses taught and developed; research and scholarship in teaching; teaching awards; etc. (those parts of a general vita that would pertain specifically to teaching).

☐ Nominee’s statement of educational/teaching philosophy (not to exceed 2 pages).

☐ Description and evidence of teaching methods and assessment of student learning (not to exceed 15 pages).

☐ Summary of student evaluations in courses taught over the past five years. (Include copies of official statistical summaries for all courses taught and evaluated, AND prepare a 1-2 page summary table listing the means for each official University evaluation question for each course taught and evaluated, noting course number, title or abbreviated title, and semester and year. Do NOT include individual student response sheets, and do not go beyond the past five years.)

☐ The application packet that I am submitting is suitable for display in Special Collections at Mitchell Memorial Library.

I agree to be observed in an actual class setting and have UIIC members view the video of my teaching. I understand that if selected as a Grisham Master Teacher, I may be expected to conduct a limited number of workshops and/or other instructional improvement activities in return for this honor and to share my expertise with others.

Signature: _______________________________  Date: _____________________________

Nominee
### 2011 Grisham Master Teacher Award Score Sheet**

<table>
<thead>
<tr>
<th>Nominee:</th>
<th>Score (Max = 5)</th>
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#### ENGAGEMENT OF STUDENTS IN LEARNING
- Evidence that students are actively engaged in the learning process.
- Evidence of student activities that are conducive to learning.
- Evidence of nominee's efforts in encouraging student-teacher interaction.

#### ASSESSMENT OF TEACHING AND LEARNING
- Evidence that the nominee performs regular assessment of his or her teaching as well as student learning.
- Evidence of the nominee's efforts in incorporating his or her assessment results to improve teaching and learning.
- Evidence that the nominee's teaching accomplishments have been recognized by students, faculty peers, and/or other groups within or outside of the nominee's discipline.

#### CLARITY
- Evidence that the nominee is well organized and prepared to teach.
- Evidence of the nominee's extra efforts in enhancing the transfer of knowledge to students.
- Evidence that the nominee's expectations are high, and are clearly communicated to students.

#### VARIABILITY
- Evidence that the nominee incorporates a variety of teaching methods, techniques, and media.
- Evidence that the nominee incorporates a variety of learning assessment tools.
- Evidence of nominee's approach to diversity in learning styles.

#### ENTHUSIASM
- Evidence that the nominee demonstrates genuine interest in teaching and in students.
- Evidence that the nominee's excitement for teaching is high, and that it creates an environment where students are excited to learn the subject matter being taught.

#### SCHOLARSHIP OF TEACHING
- Evidence that the nominee is committed to improving not only his/her own teaching skills but also those of others.
- Evidence of the nominee's involvement in instructional related committees, seminars, training courses, workshops, etc.
- Evidence that the nominee incorporates contemporary innovations in the classroom, and/or conducts research related to teaching and learning, and disseminates this scholarship through appropriate conferences and publications.

#### GUIDELINES
- Nominee's application packet conforms with the format specified on the Cover Page, and is suitable for display in Special Collections at Mitchell Memorial Library.

### TOTAL (Max = 35)

Evaluator: | Date:

** Also used for the Alumni Association Undergraduate Teaching Excellence Award