

Distinguished Teaching Award Candidate Consent Form

Congratulations on being nominated for the fourth annual Distinguished Teaching Award at Salem State University. This award recognizes the core mission of SSU and helps promote the superb faculty members and excellent teaching that exist here. Our award process has been based on the teaching awards at other state institutions of higher education in Massachusetts and has been designed to prepare one of the winners to be the Salem State representative for awards such as the Carnegie Foundation/CASE U.S. Professors of the Year.

In order to move from the nomination process to being a candidate for the SSU award, you need to return this form assenting to participate in all aspects of the process. An outline of the process and description of the teaching portfolio are available at:

<https://www.salemstate.edu/academics/centers/center-teaching-innovation/distinguished-teaching-award>. Please return the form to Marc Ebenfield, CTI, MH115 by May 30 if you decide to participate.

☐ I agree to participate fully in the candidacy for the Distinguished Teaching Award.

I am aware that this process requires that I submit the following by October 1.

1. A Teaching Portfolio (details attached)
2. 2 letters from faculty colleagues
3. Curriculum Vita

I am listing below 2 courses taught by me in the Fall 2018.* I give the award committee permission to distribute a teaching effectiveness survey to students in these course sections. I understand that I can review the survey at https://www.surveymonkey.com/r/ssu_dta (note the underscore in "ssu_dta"). Consider larger class sections in order to get a better sample of student responses.

1. _____
(Please provide the 4 digit code for the classes to be surveyed)
2. _____

I am listing below 2 courses taught by me in the Fall of 2018.* I give the award committee permission to send 2 people to observe one of these courses at a time agreed upon by me. I understand that if chosen as a finalist an additional observation may be requested. These classes may be the same or different as the ones listed above.

1. _____
(Please note days and times of courses to be observed)
2. _____

*If you are on sabbatical in the Fall of 2018 you may list classes to be taught in the Spring of 2019.

I am listing below 5 students who have taken a course with me so the committee may contact them for 2 letters of reference. None of these students are currently taking a course with me or to my knowledge will be in a course with me in the Fall of 2018.

Name	E-mail
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I understand that all award materials will be kept confidential and used only for the purpose of this teaching award. Hard copies of materials will be maintained in a locked cabinet in the Center for Teaching Innovation until the award has been given (we prefer electronic copies if at all possible). Award committee members will destroy all electronic materials related to the award in their possession once the award has been given. The director of the Center for Teaching Innovation will contact award winners for permission to maintain their materials in order to assist in applying for teaching awards outside of SSU.

☐ I understand that late portfolios cannot be accepted due to the tight time frame.

☐ I understand that I may withdraw from the award process at any time.

Portfolio materials should be submitted to Marc Ebenfield, Center for Teaching Innovation, Meier Hall 115. Please send electronic materials to mnebenfield@gmail.com.

☐ I fully agree to the above.

Print Name: _____

Sign Name: _____

Phone: _____

E-mail: _____