

Annually

College of Human Ecology, Kansas State University

MYERS-ALFORD TEACHING AWARD

Nomination and Selection Procedure

Approved January 17, 1992, by College of Human Ecology Faculty
Edited March 7, 2014; Dec. 17, 2014; May 15, 2015; October 27, 2016

This is a memorial fund established by the late Jean Myers and the late Philip S. Myers of Madison, Wisconsin to provide teaching awards in the College of Human Ecology. The amount of the award is \$2,500. The Myers-Alford Teaching Award will be given annually. The donors specified that *“faculty member receiving this award must demonstrate outstanding ability not only in teaching undergraduate and/or graduate students, but also in providing valuable information to colleagues, peers and other practitioners in the field”*.

Eligibility

- 1) Nominee must have a full time appointment in the College of Human Ecology (9 or 12 months).
- 2) Nominee must have taught a minimum of two undergraduate and/or graduate courses during the academic year for which the award is made, either on campus or by distance education.
- 3) Nominee may hold any academic rank.

Announcement of the Award

- 1) An announcement letter and nomination form will be sent to all faculty in the College.
- 2) The Chair of the Faculty Affairs Committee will ask the Faculty Advisor for the Student Council to announce to students the availability of the award and encourage students to nominate outstanding faculty in the College of Human Ecology.

Nomination Process

- 1) Nominator(s) may be students, faculty, administrators, or alumni of Kansas State University. (Faculty members may not nominate themselves for this award.)
- 2) Nominator(s) must complete the nomination form and submit it electronically by the due date.

Selection Process

Nominees must follow the award guidelines in order for the committee to consider their application. All nominees will be notified, and then will be given instructions to electronically submit application materials to the designated KSOL/Canvas website. The entire application packet, not counting the rating forms from three students, is limited to 25 pages. The following application materials (with the exception of the student recommendation forms) are to be incorporated into one pdf file and be submitted by the due date:

- 1) Statement of nominee's teaching philosophy (length not to exceed 1 typed page).
- 2) List of contributions made by the nominee to the teaching field within the last two years (length not to exceed 1 typed page).
- 3) Summary table showing the names of all courses taught in the past year, including a short description of the courses, semester taught, presentation format (e.g., campus or distance), number of students enrolled, and if a course was required or elective.
- 4) Packet of student evaluation (TEVAL or IDEA) forms from at least two, but not more than three, courses taught in the past year. The nominee may include student comments as long as the nomination packet length is not exceeded.
- 5) The nominee is to identify three former students (not currently in the applicant's classes) able to rate his/her teaching effectiveness and willing to submit an electronic recommendation form by the due date. The nominee may contact these individuals before submitting their names to the Faculty Affairs Committee and may follow up with them to ask if they have submitted their forms by the due date. A representative of the Faculty Affairs Committee will contact the students to provide instructions for completing the recommendation forms. Nominees are not to see or receive the completed forms. The former students are to send their rating forms to the designated Faculty Affairs Committee member who will then upload the forms to the KSOL/Canvas website.
- 6) A letter of nomination from a colleague, department head/school director, or former student that describes in detail why the applicant is deserving of this award.
- 7) Do not submit any additional documentation.

Review Committee Composition and Responsibility

- 1) The Review Committee will consist of the voting members of the Faculty Affairs Committee. Members nominated for the award will not serve on the Review Committee. Faculty on the committee who provide a rating form for a nominee may not vote for applicants of this award. School/Department Heads who serve on the Faculty Affairs Committee may discuss nominees' applications but will not vote.
- 2) Each member of the Review Committee will evaluate materials submitted by/on behalf of each nominee. The members will discuss the nominees and recommend one for the award.
- 3) Following the committee's evaluation of the nominees, the chair of the Faculty Affairs Committee will submit a written recommendation to the Dean of the College of Human Ecology. The Dean will notify the award recipient and the candidates who did not receive the award before announcing the award to the faculty, staff, and students.

The Award

- 1) The award will consist of a certificate and \$2,500, from the College of Human Ecology Foundation funds.
- 2) The award will be presented annually at a College of Human Ecology spring all-college Meeting and the college's fall forum.
- 3) The name of the recipient and reasons for selection will be sent to media outlets, and to appropriate national publications in the recipient's discipline.