

# 2022- 2023 Indiana University Teaching and Service Awards Nomination Materials

Office of the President  
University Honors and Awards (UHA)  
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## Nature of the Program

Teaching is at the core of the mission of Indiana University. At the 1955 Founder's Day celebration, President Herman B Wells stated that, "Members of our (IU) faculty each year make rich contributions to our knowledge and advance the frontiers of the mind. At Indiana University we place equal emphasis on the importance of good teaching. Excellence in teaching is recognized in many ways." Out of this desire to recognize outstanding teaching by members of the IU faculty the university has developed and fostered various teaching and service awards at the department, school, campus, and university levels.

The Indiana University Teaching and Service Awards program (IUTSA) is the pinnacle of recognition of excellence in teaching and service at Indiana University. The various awards included within the IUTSA program recognize outstanding teaching and service by faculty and librarians, part-time faculty, and associate instructors throughout the university.

### Scope of the Program

The IUTSA program includes the following awards:

- Teaching Awards
  - Distinguished Teaching Awards
    - Frederic Bachman Lieber Memorial Award
    - Herman Frederic Lieber Memorial Award
    - President's Award for Distinguished Teaching
    - Sylvia E. Bowman Award
  - Thomas Ehrlich Civically Engaged Faculty Award
  - President's Award for Excellence in Teaching and Learning Technology
  - Part-Time Teaching Award
  - Lieber Memorial Associate Instructor Award
- Service Awards
  - John W. Ryan Award for Distinguished Contributions to International Programs and Studies
  - W. George Pinnell Award for Outstanding Service

# General Nomination Process

The Indiana University Teaching and Service Awards (IUTSA) selection process involves an objective and rigorous review.

## Nomination Process

It is critical that the nominator and/or dean or department chair ensure that the nomination dossier is well developed to provide the nominee with the strongest chance for selection. It is highly recommended that the nominator(s) consult with University Honors and Awards (UHA) staff in the Office of the President to access example dossiers from successful past nominations. It is highly encouraged that units nominate the very best nominee each year to ensure maximum opportunity for a successful nomination.

Please carefully review the requirements for the specific awards as nomination dossier requirements differ by award. The nominator(s) or their designee is responsible for gathering all required dossier materials and submitting materials via the University Honors and Awards (UHA) nomination portal on the [\*\*UHA website\*\*](#).

All nomination materials are due on October 6, 2022, at 5:00 p.m. EDT.

Each award or set of awards (see the Distinguished Teaching Awards), is overseen by a committee who reviews every nominee's dossier. These committee members are appointed by the president and are all qualified to review each candidate, select a finalist, and submit the name and a summary to the president for review. Ultimately, the president has final approval on all winners.

Once selected, the winners will be notified, usually in December, and will be recognized at our annual Celebration of Teaching and Service event held the following spring. Please strongly consider the date for our annual dinner when submitting a dossier. The next Celebration of Teaching and Service event will be held in the spring – usually in the first few weeks after spring break.

## PROGRAM SPECIFIC ELIGIBILITY AND SELECTION CRITERIA

### Distinguished Teaching Awards

The awards reviewed by the Distinguished Teaching Awards committee include the:

- Frederic Bachman Lieber Memorial Award for Distinguished Teaching
- Herman Frederic Lieber Memorial Award for Distinguished Teaching
- President's Award for Distinguished Teaching
- Sylvia E. Bowman Award

The first three awards recognize outstanding contributions by IU faculty in teaching, pedagogy, curriculum development, and student engagement. The first distinguished teaching award was established in 1951 through a generous donation by Mrs. Katie D. Bachman in memory of her grandson, Frederic Bachman Lieber, and later augmented through a benefaction by Mrs. Herman P. Lieber. The awards were established to recognize outstanding teaching and contributions to learning by members of the IU faculty who showed, "master of [their] subject, concern that [their] student shall develop to their capacity, and, to seek constantly to enlarge that capacity..." (Wells, Herman, 1954). The Sylvia E. Bowman Award, also overseen by the Distinguished Teaching Awards committee, honors faculty who teach various aspects of American culture. Awardees have included professors of political science, law, sociology, anthropology, history, and music. This award recognizes the distinguished impact of faculty in their discipline, with their students, and on American society.

Recipients of this award will receive a one-time supplemental pay of \$7,500.

### Eligibility Requirements

**Academic Rank** – Nominees must be a full-time faculty member, regardless of rank or title.

**Length of Service** – At least five years of service at Indiana University, which does not need to be consecutive, is required for consideration. Past recipients have often been at IU for a significant amount of time.

## **Criteria for Selection –**

The Distinguished Teaching Awards Committee seeks nominations of teachers (either tenured or tenured-equivalent) that have had a long-lasting career of teaching distinction. When reviewing nominations, the committee places special weight on the following:

- Evidence that the nominee has had a profound, life-changing influence on students
- A sustained impact on student learning
- Innovative teaching
- A demonstrated leadership role in teaching (on the nominee's campus, in the region, nationally and/or internationally)
- Breadth of courses taught
- The ability to be highly reflective as a teacher in their self-analysis

While it is not expected that nominees will demonstrate distinguished records in all these areas, nominees are expected to document what distinguished them as a teacher.

## **Nomination Materials**

Successful distinguished teaching awards nomination dossiers differ by discipline, but nomination dossiers should not exceed 80 pages and contain the following material:

### **Nomination Letter**

The dossier should include one letter of nomination, preferably from the respective department chair, dean, or executive vice chancellor or provost of academic affairs. The letter should provide overwhelming evidence of a candidate's long career of distinguished teaching with reference to specific teaching qualities and activities that advances their nomination for a distinguished teaching award/ There should be no more than one letter of nomination and it should not exceed two pages.

### **Nominee's Teaching Philosophy and Self-Analysis Statement**

This statement of self-reflection is of central importance and is given much weight in its deliberations. Nominees should keep in mind that the committee is concerned with the nominee's rigor as a teacher. The statement should address the following:

- a. The nominee's teaching philosophy and how it is implemented
- b. How the nominee has enlarged the content or elevated the intellectual level of their courses, programs, departments, degrees, curricula, and students
- c. How the nominee has engaged constructive feedback from student evaluations and peer reviews to improve teaching
- d. How the nominee's teaching activities have contributed to the intellectual growth of the students, the nominee, and the unit

The statement should be between five and eight pages, double-spaced.

### **Curriculum Vitae**

Include a current, teaching focused CV.

### **Courses Taught**

The committee considers the breadth of courses taught at IU to be important. It looks for a wide range of courses and abilities. Dates and enrollments should be included, along with an indication of level (lower-level undergraduate, upper-level undergraduate, graduate), as well as modality of delivery (in-person, hybrid, and/or online).

### **Course Evaluation Summary and Reflection**

The dossier must include a summary of the nominee's student course evaluations for the last three years, and these should be comprehensive rather than selective. The committee wishes to see all qualitative comments displayed as a summary of the qualitative scores. This summary should include an analysis of the results and an explanation of how the evaluations were administered. Additionally, the nominee may provide summary tables that show course-evaluation scores over a longer period.

Do not include copies of the original student evaluations.

### **Peer/Administrative Review Portfolio**

One to three formal peer review letters from faculty members familiar with a nominee's work should be included in the dossier. A peer review based on multiple observations of a nominee's classroom teaching is essential and will be given significantly more weight than one based on the nominee's general reputation. Providing peer/administrative reviews that encompass several semesters are strongly encouraged, when possible.

### **Research and Public Activity Related to Teaching**

Annotated list of publications and disseminated works that are specifically related to teaching. Include any public dissemination of teaching materials and methods as well as professional presentations on pedagogy and classroom engagement within their discipline. Research products unrelated to teaching should not be submitted. Do not include copies of the publications.

### **Academic Student Counseling and Mentoring**

Describe both the breadth of student mentoring and any unusual or particularly time-intensive activities, including evidence of teaching beyond the traditional classroom.

### **Additional Letters of Support (Optional)**

The dossier may include up to three letters from students (unsolicited or solicited) and three from external sources or community members. These letters should be no more than two pages in length.

While the committee appreciates the opinions of solicited letters, unsolicited letters are often weighed more heavily. For the sake of this dossier, external denotes outside of the program, department, campus, or system, based on the applicant's work.

Applicants will apply, generally, for a distinguished teaching award. The committee will review and select what award is best fitting for the potential honoree.

The dossier must be submitted online in pdf format on or before **October 6, 2022, at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

# President's Award for Excellence in Teaching and Learning Technology

The President's Award for Excellence in Teaching and Learning Technology recognizes faculty members who have made significant contributions to enhancing the classroom experience with new technologies. The committee and president select awardees who continually adapt and integrate technology into their teaching methods and assignments to encourage greater students learning, motivation, and creativity.

President Michael A. McRobbie established the award in 2013 to recognize faculty who continually strive to integrate cutting edge technology in their teaching and share their expertise with their campus, the university, and academic discipline. Awardees are selected by the president on recommendation of a system-wide awards committee.

Recipients of this award will receive a one-time supplemental pay of \$7,500.

## Eligibility Requirements

**Academic Rank**—Nominees must be a full-time faculty member, regardless of rank or title.

**Length of Service**—At least five years of service at Indiana University, which does not need to be consecutive, is required for consideration.

**Criteria for Selection**—Nominees, like past awardees, should have a long-term record of excellence in teaching, pedagogy, curriculum development, and student engagement with a special emphasis on engagement and integration of teaching and learning technologies.

## Nomination Materials

Successful nomination dossiers differ by discipline, but all dossiers must include the following:

### **Nomination Letter(s)**

Nominator(s) should substantiate why the person is qualified for the award by references to specific work advancing student learning through technology, as well as to related scholarly and leadership activities. The letter should be no more than two pages long.

### **Self-analysis Statement**

This statement of self-reflection is of central importance and is given much weight in its deliberations. In this statement, nominees should discuss their teaching philosophy as it relates to the use of technology and how it is put into practice. The analysis must also document efforts undertaken to assess the impact of these activities and approaches to student learning, motivation, and creativity, and, how the results of these assessments relate to the nominee's teaching.

This statement should be between five and eight pages, double-spaced.

### **Curriculum Vitae**

Include a current CV which includes a list of courses taught, as well as the details of the nominee's current position and rank.

### **Sample of Course Syllabi**

A representative sample of no more than two syllabi must be accompanied by a summary of how the implementations and uses of technology relate to course goals and/or student learning outcomes for the selected sample.

The summary should be no more than one page, double-spaced.

### **Course Evaluation Summary and Reflection**

Nominees should provide summaries from a sample of recent classes that significantly incorporated technology to enhance teaching and learning. Evaluation data must be accompanied by a statement that reflects on student ratings in the context of the nominee's goals, success, and growth in the use of technology. Include all student comments for the selected sample.

The reflection should be no more than one page, double-spaced.

### **Peer/Administrative Review Portfolio**

Evaluations can be local and external, peer or administrative, unsolicited, and solicited, and can refer to the nominee's teaching or the nominee's broader impact. If applicable, evaluations should include the influence of the nominee's work on the use of technology in teaching and learning on other departmental offerings and on the curriculum.

### **Additional Supporting Materials**

Additional supporting materials can include evidence of invitations to be a guest speaker in an area of expertise, leadership in curriculum or course development, representative publications bearing on the use of technology in teaching and learning, and sustained contributions to a body of knowledge about using technology in teaching and learning.

The dossier must be submitted online in pdf format on or before **October 6, 2022, at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

# Thomas Ehrlich Civically Engaged Award

The Thomas Ehrlich Civically Engaged Award recognizes Indiana University faculty members who have distinguished themselves through exemplary civically engaged scholarship and teaching. This includes leadership in advancing students' civic learning, conducting community-based research; fostering reciprocal community partnerships; building institutional commitments to service-learning and civic engagement, and other means of enhancing higher education's contribution to the public good. Awardees are selected by the president on recommendation of a system-wide awards committee.

This award is named after University President Emeritus Thomas Ehrlich, who led the university from 1987 to 1994.

Recipients of this award will receive a one-time supplemental pay of \$7,500.

## Eligibility Requirements

**Academic Rank**—Nominees must be a full-time faculty, regardless of rank or title.

**Length of Service**—At least five years of service at Indiana University, which does not need to be consecutive, is required for consideration.

**Criteria for Selection**—Nominees, like past awardees, should have a long-term record of excellence in teaching, pedagogy, curriculum development, and student engagement with a special emphasis on civic engagement through community-based research, advancement of students' civic learning and service learning, and other means of enhancing Indiana University's contribution to public good.

## Nomination Materials

### **Nomination Letter**

The nomination letter should clearly and succinctly discuss the nominee's qualifications for the award by referencing specific work in civic engagement and service learning, as well as to related scholarly and leadership activities.

The nomination letter should be no more than two pages, double-spaced.

### **Nominee's reflection on Civic Engagement and Service Learning**

This statement of self-reflection is of central importance, and the committee gives it much weight in its deliberation. Nominees should keep in mind that the committee is concerned with how they integrate civic engagement and service learning in their teaching, research, and service.

The statement should address the following criteria:

- Evidence of deeply engaged high-quality academic work in civic engagement and service learning
- Evidence of community collaboration and change
- Evidence of institutional impact

The nominee's teaching philosophy and self-analysis statements should not exceed five pages, double-spaced.

### **Curriculum Vitae**

Include a current, civically engaged focused, CV that does not exceed eight pages in length.

### **Sample Syllabi**

Provide a representative, sample syllabi with an accompanying summary of how the implementation of civically engaged curriculum and/or service-learning opportunities relate to course goals and/or student learning outcomes for the selected sample syllabi.

Summary should not exceed one page, double-spaced.

### **Additional Letter(s) of Support**

Provide letter(s) of support from no more than three community partner(s). Support letter(s) should not exceed two pages in length.

The dossier must be submitted online in pdf format on or before **October 6, 2022 at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

# Part-Time Teaching Award

The Part-Time Teaching Award honors remarkable teaching among part-time faculty and their contributions to the Indiana University community. Since the award was first presented in 1999, Indiana University has increasingly recognized the important role that part-time faculty play in the education of our students. Awardees are selected by the president on recommendation of the Distinguished Teaching Awards committee.

Recipients of this award will receive a one-time supplemental pay of \$4,000.

## Eligibility Requirements

**Academic Rank**—Nominee must hold a part-time academic appointment, regardless of rank or title.

**Length of Service**—Nominee must hold a part-time academic appointment, which does not need to be consecutive, for at least six semesters.

## **Criteria for Selection**—

The Distinguished Teaching Awards Committee seeks nominations of truly excellent part-time teachers. In making its determinations, the committee places special weight on the following:

- Evidence that the nominee has had a profound and positive influence on students
- A sustained impact on student learning
- Innovative teaching
- The ability to be highly reflective as a teacher in their self-analysis

## Nomination Materials

Successful nomination dossiers differ by discipline, but nomination dossiers should not exceed 80-100 pages and contain the following material:

### **Nomination Letter**

The dossier should include one letter of nomination, preferably from the department chair or dean. The letter should make the case that the nominee exceeds the standard of teaching excellence and reference specific teaching qualities and activities. There should be no more than one letter of nomination. The nomination letter should not be more than two pages long.

### **Nominee's Teaching Philosophy and Self-Analysis Statement**

This statement of self-reflection is of central importance, and the committee gives it much weight in its deliberations. Nominees should keep in mind that the committee is concerned with the nominee's rigor as a teacher. The statement should address the following:

- a. The nominee's teaching philosophy and how it is implemented
- b. How the nominee has developed the content or elevated the intellectual level of their courses, programs, departments, degrees, curricula, and students
- c. How the nominee has engaged constructive feedback from student evaluations and peer reviews to improve teaching
- d. How the nominee's teaching activities have contributed to the intellectual growth of the students, the nominee, and the unit

This statement should be between five and eight pages, double-spaced.

### **Curriculum Vitae**

Include a current, teaching focused CV.

### **Courses Taught**

Please list all courses taught at IU including dates and enrollments, along with an indication of level (lower-level undergraduate, upper-level undergraduate, graduate), as well as modality of delivery (in-person, hybrid, and/or online).

### **Course Evaluation Summary Reflection**

The dossier must include a summary of the nominee's student course evaluations for the last several semesters the part-time faculty member has offered courses. These should be comprehensive rather than selective. The committee wishes to see all qualitative comments displayed as a summary of the qualitative scores. This summary should include an analysis of the results and an explanation of how the evaluations were administered. Additionally, the nominee may provide summary tables that show course-evaluation scores over a longer period.

Do not include copies of the original student evaluations.

### **Peer/Administrative Review Portfolio**

One to three formal peer review letters from faculty members familiar with a nominee's work should be included in the dossier. A peer review based on multiple observations of a nominee's classroom teaching is essential and will be given significantly more weight than one based on the nominee's general reputation. Providing peer/administrative reviews that encompass several semesters are strongly encouraged, when possible.

### **Additional Letters of Support (Optional)**

The dossier may include up to three letters from students (unsolicited or solicited) and three from external sources or community members. The letters should be no more than two pages long.

While the committee appreciates the opinions of solicited letters, unsolicited letters are often weighed more heavily. For the sake of this dossier, external denotes outside of the program, department, campus, or system, based on the applicant's work.

The dossier must be submitted online in pdf format on or before **October 6, 2022 at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

# Lieber Memorial Associate Instructor Award

The Lieber Memorial Associate Instructor Award recognizes distinguished teaching by IU graduate students with an appointment as an associate instructor.

The award was originally sponsored by the IU Foundation in 1961 and endowed in 1965 through a gift from Mrs. Herman P. Lieber to recognize graduate student-teachers who had not yet achieved faculty rank. Associate instructors are critical members of the IU community who represent the future of the professoriate. Masters and doctoral candidates may be reviewed independently. Awardees are selected by the president on the recommendation of a system-wide awards committee.

A recipient of the Lieber Memorial Associate Instructor Award becomes Indiana University's nominee for the Midwestern Association of Graduate Students Awards (MAGS), whose nomination deadline is in late January. For more details visit the [MAGS Excellence in Teaching Award website](#).

Recipients of this award will receive a one-time supplemental pay of \$2,500.

## Eligibility Requirements

**Academic Rank**—Nominees must hold, or have held within the year prior to nomination, an appointment as an associate instructor (see [University Faculty council Student Academic Appointments Policy for additional information](#)).

**Length of Service**—At least two years of appointment as an associate instructor.

## **Criteria for Selection**—

The Lieber Associate Instructor Awards Committee seeks nominations of associate instructors who have demonstrated teaching excellence. In making its determinations, the committee places special weight on the following.

- Evidence that the nominee has had a profound and positive influence on students
- A sustained impact on student learning
- Innovative teaching
- A demonstrated leadership role in teaching
- Breadth of courses taught
- The ability to be highly reflective as a teacher in their self-analysis

While it is not expected that nominees will demonstrate excellent records in all these areas, nominees are expected to document what distinguishes them as a teacher.

## Nomination Materials

Successful distinguished teaching awards nomination dossiers differ by discipline, but nomination dossiers should not exceed 80 pages and contain the following material:

### **Nomination Letter**

The dossier should include one letter of nomination, preferably from the department chair or dean. The letter should make the case that the nominee exceeds the standard of teaching excellence and reference specific teaching qualities and activities. The letter should be no more than two pages long.

### **Nominee's Teaching Philosophy and Self-Analysis Statement**

The selection committee considers this statement of self-reflection to be of central importance and gives it much weight in its deliberations. In the statement, nominees should discuss their teaching philosophy and how it is put into practice. Included should be an account of any efforts undertaken to analyze teaching, with specific reference to self-improvement and student accomplishments in its broadest sense.

The statement should be between five and eight pages, double-spaced.

### **Curriculum Vitae**

Include a current, teaching focused CV.

### **Courses Taught**

Dates and enrollments should be included, along with an indication of level (lower-level undergraduate, upper-level undergraduate, graduate), as well as modality of delivery (in-person, hybrid, and/or online)

### **Course Evaluation Summary and Reflection**

The dossier must include a comprehensive rather than a selective summary of the nominee's student course evaluations. These should be comprehensive rather than selective. The committee wishes to see all qualitative comments displayed as a summary of the qualitative scores. This summary should include an analysis of the results and an explanation of how the evaluations were administered. Additionally, the nominee may provide summary tables that show course-evaluation scores over a longer period.

Do not include copies of the original student evaluations.

### **Peer/Administrative Review Portfolio**

One to three formal peer review letters from faculty members familiar with the nominee's work should be included in the dossier.

### **Video Recording of Teaching**

A 10-minute (maximum) video recording of the nominee teaching the classroom setting should be included with the nomination. The classroom setting can be either the traditional, in-person teaching or recorded student engagement in an online platform. Note that if the video exceeds 10 minutes, the nominee will be disqualified from consideration for this award. Once you have recorded the video, please save your video as one of the following formats: .mov, .mp4 (.mpeg4), .avi, .wmv, .flv, .3GP.

The video should be saved in a Microsoft OneDrive at IU or Google at IU My Drive folder. In a Word document or pdf file, include an active link to the file for the committee members to access during their evaluation of the nominee.

### **Research and Public Activity Related to Teaching (Optional)**

Briefly annotated list of publications and disseminated works that are specifically related to teaching. Include any public dissemination of teaching materials and methods. Do not submit research products unrelated to teaching. Do not include copies of the publications.

### **Academic Student Counseling and Mentoring (Optional)**

Describe both the breadth of student mentoring and any unique or particularly time-intensive activities, including evidence of teaching beyond the traditional classroom.

### **Additional Letters of Support (Optional)**

The dossier may include up to three letters from students (unsolicited or solicited) and three from external sources or community members. The letter should be no more than two pages long.

While the committee appreciates the opinions of solicited letters, unsolicited letters are often weighed more heavily. For the sake of this dossier, external denotes outside of the program, department, campus, or system, based on the applicant's work.

The dossier must be submitted online in pdf format on or before **October 6, 2022 at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

## W. George Pinnell Award for Outstanding Service

The W. George Pinnell Award for Outstanding Service recognizes members of the IU faculty and librarians who have shown a deep commitment to serving the university, their profession or discipline, and/or the public.

Established in 1988, the award is named after W. George Pinnell, former executive vice president of Indiana University and former president of the IU Foundation, who was known for his stewardship, leadership, initiation, and service to state and national government. The [purpose of the award and selection procedures](#) are defined by the University Faculty Council and supported by the Office of the President. Awardees are selected by the president on recommendation of a system-wide awards committee under the same name.

Recipients of this award will receive a one-time supplemental pay of \$7,500.

### Eligibility Requirements

**Academic Rank**—Nominees must have an appointment as a faculty member or librarian, regardless of rank and title. Individuals on retirement/emeritus status at the time of the call for nominations are not eligible.

**Length of Service**—At least five years with an appointment as a faculty member or librarian, regardless of rank and title. The academic year in which the nomination is made may be counted toward this five-year requirement.

**Administrative Service**—Nominee's faculty/librarian appointment should include no more than 50% administrative appointment/responsibilities during five consecutive years leading up to the time of nomination.

### Criteria for Selection—

Award winners have a long-term commitment to service the university, their profession or discipline, and/or the public. The selection committee places special emphasis on the following:

1. Exceptional service to the university extending over a period of at least five years which has resulted in greater effectiveness, efficient, and/or visibility of the university because of the individual's efforts. No distinction is made between persons who have been appointed to a service role and those who have not the emphasis is on the exceptionality of the contributions in one or more roles.
2. Exceptional service to a profession or discipline of such a character as to have had a substantial impact on the ways the organization(s) serve and promote members' activities and interests. Again, the emphasis is on the exceptional nature of the contribution.

3. Exceptional service on a local national, or international level which reflects continuing effort and unusual achievement in promoting the objectives of a public service agency or a public service principle.
4. Exceptional service of a comprehensive nature which demonstrates uncommon achievement in several areas and which reflects both a breadth of involvement and a depth of commitment to the broader missions and interests of the university and its constituents.

While it is not expected that nominees will demonstrate an outstanding record in all areas, nominees are expected to document what distinguished their service to the university, profession, or discipline, and/or public.

## Nomination Materials

Successful W. George Pinnell Award for Outstanding Service nomination dossiers differ by discipline, but the dossier should not exceed 80-100 pages and contain the following material:

### **Nomination Letter(s)**

The nomination letter should clearly and succinctly substantiate why the nominee is qualified for the award referencing specific examples of extraordinary service to campus, university, local, national, and international communities, and professional academic discipline. The letter should be no longer than two pages.

### **Curriculum Vitae**

Include a current CV with a detailed service selection.

### **IU Employment Record**

Include nominee's years of employment at Indiana University and specific information related to additional administrative appointments/responsibilities at IU.

### **Self-Analysis by the Nominee of Their Service Contributions**

Nominee should provide a self-analysis of service contributions to the university, profession, or discipline, and/or local, national, or international public service that demonstrates uncommon achievement, breadth of involvement, and a depth of commitment to the broader mission and interests of the university and its constituents.

### **Description and Impact of Service Activities**

Include an annotated description of service activities with particular attention to the impact of those service activities. This description should be clearly organized by different contexts—university, profession/discipline, local community, state, and nation—and provide the extent of impact on the activity.

### **Administrative Evaluations of Service Activities**

Include any formal or informal evaluations of the nominee's service activities. These should be true evaluative documents that provide specific feedback and critique of the nominee's engagement with the individual/organization, and not a general letter of support from service partners.

### **Letters of Support**

Provide no more than five letters of support from professional colleagues and five letters from external entities or community leaders. These letters should provide specific examples of the nominee's engagement and impact on their profession and/or community through their service.

### **Research and Public Activity Related to Service (Optional)**

Provide an annotated list of publications, disseminated works, and formal presentations at local, national, and international conferences and invited talks that are specifically related to the nominee's engagement with service at the university, professional or discipline, and/or public. Do not include products not directly related to the nominee's service record. Do not include copies of publications and presentations.

The dossier must be submitted online in pdf format on or before **October 6, 2022 at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.

# John W. Ryan Award for Distinguished Contributions to International Programs and Studies Award

The John W. Ryan Award for Distinguished Contributions to International Programs and Studies Award honors faculty members and librarians for their exceptional contributions to the university's international programs and studies.

Initiated in 1991, the award is named after late Indiana University President John W. Ryan who led the university from 1971 to 1987 and was instrumental in fostering IU's commitment to excellence in international education. Awardees are selected by the president on recommendation of a system-wide awards committee under the same name.

Recipients of this award will receive a one-time supplemental pay of \$7,500.

## Nomination Materials

Successful John W. Ryan Award for Distinguished Contributions to International Programs and Studies nomination dossiers differ by discipline, but all dossiers must include the following:

### **Nomination Letter**

The nomination letter should clearly and succinctly substantiate how the nominee exceeds the standard of distinguished teaching, research, and/or service with an international focus and has increased overall the internationalization of the university. Primary nomination letters should come from the nominee's respective department chair, dean, or other respective officer. This letter should be no longer than two pages.

### **Summary and Reflection of International Engagements**

This statement of self-reflection is of central importance, and the committee gives it much weight in its deliberation. Nominees should keep in mind that the committee is concerned with how they integrate international programs and studies in their teaching, research, and service. This should be no more than three-pages, double spaced.

The statement should address either or both of the following criteria:

- Evidence of broadening the international education opportunities or globalizing curriculum on campus or abroad for Indiana University students
- Evidence of developing or strengthening international partnerships to address global challenges

### **Letter(s) of Support**

Provide three external letters of support that document the nominee's contributions in international teaching, research, service, and engagement and their impact on students,

faculty, and the overall internationalization of the university. External letters, include those from overseas, strengthen the nomination.

**Curriculum Vitae**

Include a current CV that highlight the individual's international engagements, programs, and studies.

The dossier must be submitted online in pdf format on or before **October 6, 2022 at 5:00 p.m. EDT.**

Nominations that do not result in an award may be resubmitted in subsequent years with updated supporting evidence.