



2023-2024 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 and service 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 UHA nomination portal on the UHA website.

All nomination materials are due on October 5, 2023, at 5:00 p.m. EDT.

Each award or set of awards (see the Distinguished Teaching Awards), is overseen by a committee who reviews each nomination. Committee members are appointed by the president and are all qualified to review candidates, recommend finalists, and submit names and summaries to the president for final selection.

Once selected, the honorees will be notified, usually in December or January, and will be recognized at the annual Celebration of Teaching and Service event held the following spring. Please strongly consider the date for the annual event when submitting a nomination. Awardees are expected to attend the event.

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. Honorees 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. Honorees typically have received teaching awards from their department, school, or campus before being nominated for this university award. 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.

Executive Summary

Dossiers should include a one-page executive summary highlighting the nominee's most relevant and impressive qualifications.

Nominee's Teaching Philosophy and Self-Analysis Statement

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

- The nominee's teaching philosophy and how it is implemented
- How the nominee has enlarged the content or elevated the intellectual level of their courses, programs, departments, degrees, curricula, and students
- How the nominee has engaged constructive feedback from student evaluations and peer reviews to improve teaching
- 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 evaluation of teaching shall include qualitative feedback and other sources of information. 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.

All course evaluations should be compiled into an appendix. The nominee's reflection and analysis should be submitted as a separate document.

Do not include copies of the original student evaluations.

Note: The committee recognizes that numerical summaries in student course evaluations may reflect cultural biases, and low participation rates may skew results. As such, numerical summaries will not be used as the primary source of data for evaluating teaching.

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. A peer review based on multiple observations of the 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 is strongly encouraged.

Research and Public Activity Related to Teaching

Include an annotated list of publications and disseminated works that are specifically related to teaching. This should contain 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 weighed more heavily. In the context of this dossier, external means outside of the program, department, campus, or system, based on the nominee's work.

Dossier Submission

Nominations will be submitted for a Distinguished Teaching Award without specification for which of the four awards is desired. The committee will review and select which award is best fitting for the selected honoree.

The dossier must be submitted online in pdf format on or before October 5, 2023, 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 honorees 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. Honorees typically have received teaching awards from their department, school, or campus before being nominated for this university award.

Criteria for Selection

Nominees 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 with specific examples of how they have advanced student learning through technology, including related scholarly and leadership activities. The letter should not exceed two pages.

Self-analysis Statement

This statement of self-reflection is of central importance and is weighed heavily in committee deliberations. Nominees should discuss their teaching philosophy as it relates to the use of technology and how this philosophy is employed. The analysis should document purposeful pursuits to assess the impact of these activities, as well as 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 presents a list of courses taught and details regarding 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 nominee's implementation and uses of technology relate to course goals and/or student learning outcomes for each respective 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 student learning. The evaluation of teaching should include qualitative student feedback and other sources of information. 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.

Note: The committee recognizes that numerical summaries in student course evaluations may reflect cultural biases, and low participation rates may skew results. As such, numerical summaries will not be used as the primary source of data for evaluating teaching.

Peer/Administrative Review Portfolio

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

Additional Supporting Materials

Additional supporting materials may include specific 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 regarding using technology in teaching and learning.

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023, at 5:00 p.m. EDT.

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

Thomas Ehrlich Civically Engaged Award

The Thomas Ehrlich Civically Engaged Award recognizes Indiana University faculty 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. This award is named after Indiana University President Emeritus Thomas Ehrlich, who led the university from 1987 to 1994. Honorees are selected by the president on recommendation of an awards committee.

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

Eligibility Requirements

Academic Rank

Nominees must be 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. Awardees typically have received teaching awards from their department, school, or campus before being nominated for this university award.

Criteria for Selection

Nominees should have a demonstrated 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 student civic and service learning, and other means of enhancing Indiana University's contribution to the 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, service learning, and 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 is weighed heavily in committee deliberation. Nominees should be mindful that the committee is primarily concerned with how they integrate civic engagement and service learning in their teaching, research, and service.

The statement should present evidence regarding:

- Deeply involved, high-quality academic work in civic engagement and service learning
- Community collaboration and change
- Institutional impact
- Outcomes from their civic engagement and service learning at the individual and community level

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

Curriculum Vitae

Include a current, civic engagement-focused, CV that does not exceed eight pages in length.

Sample Syllabus

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

This summary should not exceed one page, double-spaced.

Additional Letter(s) of Support

Provide up to three letters of support from community partners. These letters should provide specific examples of the nominee's civic engagement and impact through their research, teaching, and/or service. Support letter(s) should not exceed two pages in length.

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023 at 5:00 p.m. EDT.

Nominations that do not result in an award may be resubmitted in following 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 recognized the important role that part-time faculty play in student education. Honorees 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 have held a part-time academic appointment for at least six semesters. Please note, semesters do not need to be consecutive.

Criteria for Selection

This award honors truly excellent part-time teachers. In making its determination, the committee places special emphasis 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 the nominee's self-analysis

Nomination Materials

Successful nomination dossiers differ by discipline, but should not exceed 80 pages, and must contain the following materials:

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 with reference to specific teaching qualities and activities. The nomination letter should not exceed two pages.

Nominee's Teaching Philosophy and Self-Analysis Statement

This statement of self-reflection is of central importance and is weighed heavily in committee deliberations. Nominees should be mindful that the committee is primarily concerned with their rigor as a teacher. The statement should address the following:

- The nominee's teaching philosophy and how it is implemented in their classes
- How the nominee has developed or implemented the intellectual content of their courses, programs, departments, degrees, curricula, and students
- How the nominee has implemented feedback from student evaluations and peer reviews to improve teaching
- How the nominee's teaching activities have contributed to the intellectual growth of the students, the nominee, and their 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) and 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 most recent semesters that the part-time faculty member has offered courses. These should be comprehensive rather than selective. The evaluation of teaching shall include qualitative feedback and other sources of information. 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.

Note: The committee recognizes that numerical summaries in student course evaluations may reflect cultural biases, and low participation rates may skew results. As such, numerical summaries will not be used as the primary source of data for evaluating teaching.

Peer/Administrative Review Portfolio

One to three formal peer review letters from IU faculty 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 is strongly encouraged.

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 not exceed two pages.

While the committee appreciates the opinions of solicited letters, unsolicited letters are weighed more heavily. In the context of this award, external means outside of the program, department, campus, or system, based on the nominee's work.

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023 at 5:00 p.m. EDT.

Nominations that do not result in an award may be resubmitted in following 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 associate instructor appointment.

The award was originally sponsored by the IU Foundation in 1961, and was 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. Honorees are selected by the president on the recommendation of an 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

This award honors associate instructors who have demonstrated excellence in teaching. In making determinations, the committee places special emphasis 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 the nominee's 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 must 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, with reference to specific teaching qualities and activities. The letter should not exceed two pages.

Nominee's Teaching Philosophy and Self-Analysis Statement

This statement of self-reflection is of central importance and is weighed heavily in committee deliberations. Nominees should discuss their teaching philosophy and how it is employed. The statement should incorporate an account of purposeful pursuits to analyze their teaching, with specific reference to self-improvement and student accomplishments in the broadest sense.

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

Curriculum Vitae

Include a current, teaching-focused CV.

Courses Taught

Provide a list of dates and enrollments for courses taught, including an indication of course level (lower-level undergraduate, upper-level undergraduate, graduate) and 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. These should be comprehensive rather than selective. The evaluation of teaching shall include qualitative feedback and other sources of information. 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.

Note: The committee recognizes that numerical summaries in student course evaluations may reflect cultural biases, and low participation rates may skew results. As such, numerical summaries will not be used as the primary source of data for evaluating teaching.

Do not include copies of the original student evaluations.

Peer/Administrative Review Portfolio

One to three formal peer review letters from faculty 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 in a classroom setting should be included with the nomination. The classroom setting can be either traditional in-person teaching, or recorded student engagement on an online platform. Note that if the video exceeds 10 minutes, the nominee will be disqualified from consideration for this award. 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 folder. In a word or .pdf document, include an active link to the file for the committee members to access during their evaluation.

Research and Public Activity Related to Teaching (Optional)

The nominee may choose to include an 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)

The nominee may choose to include their 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 not exceed two pages.

While the committee appreciates the opinions of solicited letters, unsolicited letters are weighed more heavily. In the context of this award, external means outside of the program, department, campus, or system, based on the nominee's work.

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023 at 5:00 p.m. EDT.

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

W. George Pinnell Award for Outstanding Service

The W. George Pinnell Award for Outstanding Service recognizes 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. Honorees are selected by the president on recommendation of the awards committee.

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

Eligibility Requirements

Academic Rank

Nominees must have an appointment as faculty 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 faculty or librarian, regardless of rank and title. The academic year in which the nomination is made may be counted toward this five-year requirement. Awardees will typically have received service awards from their department, school, or campus before being honored with this university award.

Administrative Service

The nominee's appointment should not exceed 50% administrative appointment or responsibilities during the five consecutive years leading up to the time of nomination.

Criteria for Selection

Honorees should demonstrate a long-term commitment to service to 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, over a period of at least five years, which has resulted in greater effectiveness, efficiency, and/or visibility of the university because of the individual's efforts. No distinction is made between persons who have or have not been appointed to a service role. Instead, the emphasis is on the extraordinary nature of the contributions in one or more roles.
2. Exceptional service to a profession or discipline with a demonstrated substantial impact on the ways in which the organizations serve and promote members' activities and interests. The emphasis should be on the extraordinary nature of the contribution.
3. Exceptional service at the 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 should document what distinguishes their service to the university, profession, discipline, and/or public.

Nomination Materials

Successful W. George Pinnell Award for Outstanding Service nomination dossiers differ by discipline, but should not exceed 80, and must contain the following materials:

Nomination Letter

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 not exceed two pages.

Curriculum Vitae

Include a current CV with a detailed selection of service activities.

IU Employment Record

Include the nominee's years of employment at Indiana University and specifics regarding any 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, 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 context—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, rather than general letters of support from service partners.

Letters of Support

Provide up to five letters of support from professional colleagues and up to five letters of support from external organizations or community leaders. These letters should provide specific examples of the nominee's engagement and impact on their profession and/or community through 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, profession 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.

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023 at 5:00 p.m. EDT.

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

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

The John W. Ryan Award for Distinguished Contributions to International Programs and Studies honors faculty 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 selection committee.

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 how the nominee has increased the overall 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 is weighed heavily in committee deliberation. Nominees should be mindful that the committee is primarily concerned with how they integrate international programs and studies in their teaching, research, and service. This should not exceed three-pages, double spaced.

The statement should address at least one 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, including those from overseas, strengthen the nomination.

Curriculum Vitae

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

Dossier Submission

The dossier must be submitted online in pdf format on or before October 5, 2023 at 5:00 p.m. EDT.

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