

California State University
Northridge

February 23, 2012

Office of the Faculty Senate

Professor Jerry Schutte
Department of Sociology
California State University, Northridge

Dear Professor Schutte:

I am happy to inform you that you have been nominated for the 2012 Distinguished Teaching, Counseling, or Librarianship Award. A copy of the criteria for this award is enclosed.

The Distinguished Teaching, Counseling, or Librarianship Award Committee wants to make every effort to obtain evidence of your excellence in teaching, librarianship or counseling. Nominators are requested to submit evidence that supports their nominee for the award. Nominees may also submit supporting materials.

Types of evidence that the nominator or the nominee may wish to submit include, but are not limited to:

1. Resume
2. Letters of support
3. Course materials, or other materials you have created in your work as a teacher, counselor, or librarian
4. Student evaluations
5. Statement of philosophy of teaching, counseling, or librarianship
6. Committee work that bears evidence of your contributions to teaching, counseling, or librarianship or of your interest in the welfare of students
7. Publications, creative works, or other evidence of mastery of subject matter.

All materials submitted in support of your nomination will be held in strict confidence. All supporting evidence must be received by 5:00 p.m. on **Monday, March 19, 2012** in the Faculty Senate Office, Oviatt Library, Room 10 (MC: 8221). The committee cannot accept materials after the deadline.

Congratulations on your nomination, and best of luck!

Sincerely,



Steven Stepanek
Faculty President

Enclosure: Distinguished Teaching, Counseling or Librarianship Award Criteria

cc: ✓ Nominator: Ellis Godard
Chair: Herman DeBose
Dean: Stella Theodoulou

Distinguished Teaching, Counseling or Librarianship Award

Nature of the Award. Up to three faculty members per year are honored with the Distinguished Teaching, Counseling or Librarianship Award. The award, which is generously supported by the University President's Office, carries a prize of \$1,200 for each recipient.

Eligibility. All members of the faculty (Unit 3) of California State University, Northridge – full-time and part-time faculty, faculty participating in the Faculty Early Retirement Program, and emeritus faculty – are eligible for this award. An individual may receive the award more than once, provided a period of ten years or more separates the awards and each subsequent award is based on achievements other than those recognized by an earlier award. Only accomplishments that have been carried out while the individual was a CSUN faculty member or a CSUN Emeritus faculty and within the past ten years qualify for consideration.

Criteria. The principal criteria for receiving this award are (1) a record of superlative teaching, counseling or librarianship, and/or (2) the development and successful utilization of a major curriculum improvement project that advances teaching effectiveness at any educational level.

A record of superlative teaching, counseling or librarianship is evidenced by:

- a solid command of the subject
- knowledge of recent developments in the nominee's field
- creative and imaginative presentations
- the ability to engage students in the learning process
- excellent communication skills
- a concern for the welfare and future of the nominee's students

A curricular improvement project must have had at least two semesters of application in a classroom setting and must be submitted either while the project is on going or within one year of the completion of the project. In evaluating the significance of a project, the following criteria are central:

- demonstrated effectiveness
- positive impact on the learning experience
- professional recognition

Nominating procedure. Nominations for this award will be accepted from any interested person or organization other than the nominee – students or student organizations, fellow faculty, administrators, staff, parents, friends, alumni. **The nominator should determine that the nominee agrees to be nominated, prior to submitting the nomination form.** A nomination requires submission of the Faculty Award Nomination Form. A letter of nomination and additional supporting materials are due one month after the nomination deadline. The nominee may also submit supporting materials. In order to facilitate review of materials by the award committee members, if using sheet protectors, please insert only one page per sheet protector.

Deadlines. The deadline for receipt of nominations is **February 20, 2012**. The deadline for receipt of supporting materials is **March 19, 2012**. All materials are to be sent to the Faculty Senate Office (Oviatt Library, Room 10; Mail Drop 8221).
