

Trustees Teaching Award University Library Guidelines

BACKGROUND

In June 2000, the Trustees of Indiana University reviewed the Teaching Excellence Recognition Award (TERA), which had been established by the Trustees in 1997. The Trustee's review process considered surveys of faculty across the campuses of IU and resulted in a series of recommended changes. The Trustees formally replaced TERA with the Trustee's Teaching Award (TTA) in June 2000 and amended the new award in January and February 2001. It is to be awarded before the completion of each academic year to tenured and tenure track faculty and to clinical faculty and full-time lecturers. The TTA is to be awarded to those from among these groups who have demonstrated they are the best teachers. The amount of the award will be \$2,500, and it will be given to no more than 6% of the total eligible faculty in each of the two categories.

ELIGIBILITY

Tenured and tenure-track librarians engaged in teaching are eligible. Each academic unit is responsible for setting criteria and developing a selection process for the TTA within these general guidelines. The TTA honors individuals who have a positive impact on learning through the direct teaching of students, especially, but not exclusively, undergraduates. Award recipients must have demonstrated a sustained level of teaching excellence in the form of documented student learning and must have completed at least three years of service at IUPUI to be eligible. If a librarian who has been in a visiting appointment receives a tenure-track appointment, that person would be eligible after three years of service, including the time in visiting status. Eligible individuals automatically will be considered each year without special application or nomination by relying on the Annual Summary Report as the means to provide required documentation. Recommendations of awards to librarians will be for instruction related to performance, not for overload departmental teaching typically associated with adjunct status.

DOCUMENTATION

The Librarian Annual Summary Report will be the basis of making decisions regarding actual awards. Only Annual Summary Reports submitted by their due date will be considered. All eligible librarians are to be considered without special application, hence the use of the Annual Summary Report. Up to a maximum of three additional pages may be added to document teaching excellence and should be appended to the Annual Summary Report as Additional Documentation of Instruction. This should be material that could not reasonably be included in the Annual Summary Report or in the CV. Guidelines for documentation are included with this document. The documentation guidelines are suggestive rather than prescriptive. It is the sum total of the documentation both in the Annual Summary Report, the CV, and the additional documentation that will be the basis of the Committees' decision. A librarian may opt out of consideration for this award for a given year if he/she so chooses.

SELECTION

The TTA Selection Committee will be composed of 4 members. All recipients of the award in the prior year will automatically be appointed to the Committee. If additional members are needed, the Chair of the University Library Faculty Organization (ULFO) will ask for volunteers

from the pool of tenure-track and tenured librarians. Members of the Committee will not be eligible to receive the award in years that they serve.

DEADLINE

Although the campus deadline varies from year to year, the Committee should plan to complete the evaluation and selection process one week prior to the campus set deadline.. The Committee will forward recommendations to the Dean of University Library by that date.

FREQUENCY

There is no limit to the number of times a librarian may receive the award but no one may receive the award in consecutive years (see Selection criteria).

THE AWARD

Each award will be \$2,500. The award takes the form of a cash supplement and is not added to the recipient's base salary. The award is subject to income tax withholding.

ANNOUNCEMENT

Recipients will be notified as soon as the selection process has been completed and formally announced at the ULFO meeting following the decision. In addition, TTA recipients will be recognized at the annual campus Chancellor's Honors Convocation held near the end of the spring semester.

RECOGNITION

Recipients' names will be added to the plaque that is displayed in the Reference area.