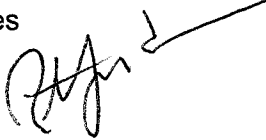




**MONTCLAIR  
STATE  
UNIVERSITY**

**Office of the Provost and  
Vice President for Academic Affairs**  
Voice: 973-655-4382  
Fax: 973-655-7647

TO: Faculty Colleagues  
FROM: Richard A. Lynde   
DATE: January 18, 2008  
RE: Montclair State University Distinguished Teacher Program

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It is my pleasure to announce the initiation of the selection process for the 2008 Montclair State University Distinguished Teacher Award. As you know, this award was created in order to acknowledge those of our colleagues who are deeply dedicated to the art and craft of teaching.

The awardee will receive a summer stipend equivalent to 9.0 TCH at summer session rates. In conjunction with the honorarium, the recipient will prepare a course in her or his area of interest and expertise to be taught the following year, in this case, AY 08-09. Funds will also be made available for the purchase of scholarly materials or supplies, for travel to conferences, for a student assistant or for other purposes related to the development of the course.

Attached are the procedures for this program, and the guidelines for preparation of the portfolio. The timetable for the selection process is also included and is also listed under the Academic Affairs Timetable of the 2007-2008 Administrative Calendar, which is available through the Internet. In order to allow nominees time to prepare materials, please have all nominations to your dean by March 3, 2008. I know we all look forward to the announcement of Montclair State's 2008 Distinguished Teacher.

RAL:mc  
Attachments  
c: S.A. Cole  
Academic Deans

## **DISTINGUISHED TEACHER PROGRAM TIMELINE**

- |                  |   |
|------------------|---|
| January 18, 2008 | Distinguished Teacher announcement to full-time faculty   |
| March 3, 2008    | Date of submission of distinguished teacher applications to College-School Distinguished Teacher Committees and College/School Deans. |
| April 4, 2008    | Date Deans and College/School Distinguished Teacher Committees submit applications to the University Distinguished Teacher Committee. |
| April 25, 2008   | University Distinguished Teacher Committee submits recommendation to president.   |

**MONTCLAIR STATE UNIVERSITY  
UNIVERSITY DISTINGUISHED TEACHER PROGRAM  
AY 2008 - 2009**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

College/School \_\_\_\_\_

This form is to be included as the first page of the portfolio. In addition, the portfolio is to contain: table of contents, prospectus on teaching, course syllabi, instructional innovation, assessment of teaching and other supporting material. (The attachment describes the purpose of each section of the portfolio.)

Submit an original and seven copies to the review committee.

**SIGNATURE ROUTE**

Receipt of Notification: \_\_\_\_\_  
Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
College/School Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
University Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
President \_\_\_\_\_ Date \_\_\_\_\_

**MONTCLAIR STATE UNIVERSITY  
UNIVERSITY DISTINGUISHED TEACHER PROGRAM  
GUIDELINES FOR PORTFOLIO PREPARATION**

The University Distinguished Teacher Committee requests that nominees submit a portfolio attesting to teaching excellence. Contents of the portfolio should focus on matters associated with instruction.

Committee members at the College/School and University level will consider in their deliberations the qualities conveyed in the portfolio. Each nominee is to include in the portfolio the following:

1. Cover Sheet (with appropriate signatures)

2. Table of Contents

3. Prospectus on Teaching:

A brief statement describing the nominee's perspective about teaching. The purpose of this statement is to provide committee members with a sense of the nominee's philosophy of teaching and why items were placed in the portfolio.

4. Course Syllabi:

Presentation of course syllabi which exemplify the range and nature of the nominee's teaching experience. The purpose of this section is to provide the committee members with a sense of the organization of courses, assignments, readings and other instructional matters. This may include materials prepared for courses, and the summary of student projects/papers.

5. Instructional Innovation:

Description of initiatives taken to enhance instruction in the nominee's area of specialty. The purpose of this section is to provide the committee members with a sense of any special instructional innovations that have been developed for use within courses or have been created to be pursued by students beyond the course presentation.

6. Assessment of Teaching:

Provision of testimony regarding assessment of teaching effectiveness. The purpose of this testimony is to provide the committee members with a sense of how various constituencies view the nominee's teaching. Assessments may include:

- Peer reviews (both on-campus and off-campus)
- Student evaluations
- Alumni evaluations

7. Other Supporting Material:

Presentation of evidence supporting instructional effectiveness. The purpose of this section is to provide the committee members with additional documentation that addresses instructional excellence, such as, awards/recognition of teaching excellence from professional organizations or other pertinent material.