

# PROVOST'S AWARDS FOR ACADEMIC EXCELLENCE

## General Application Guidelines and Criteria — 2023–2024

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### History:

The Provost's Awards for Academic Excellence were established in 2005 to celebrate faculty contributions in the following areas:

- [Excellence in Teaching](#)
- [Excellence in Enhancing Learning with Technology](#)
- [Excellence in Scholarly/Creative/Performing/Professional Activities](#)
- [Excellence in University and Community Service](#)
- [Excellence in Multicultural Teaching](#)
- [Excellence in Internationalizing the Campus](#)

Please note that the information on the documents accessible at the above links are general guidelines for applicants and not intended to be all-encompassing criteria that each candidate must possess for consideration. Applicants are not expected to address each of the listed criteria in a given category, although to be competitive, candidates will have significant contributions in many of the identified areas.

Detailed below are the general guidelines for the Provost's Awards for Academic Excellence. These were developed to ensure a fair, thorough, and streamlined process.

**ALL APPLICATIONS MUST CONFORM TO THESE GUIDELINES.**  
**APPLICATIONS NOT IN COMPLIANCE WILL BE ELIMINATED FROM CONSIDERATION.**

### Evaluation Period:

**August 1, 2020, through July 31, 2023** — the most recent three (3) years, summers included  
This evaluation period is not flexible. Activities started but not completed during this time frame must be clearly designated in the application. Further, activities started prior to the time frame, but completed during the time frame must also be clearly designated.

### Application Deadline:

**4:30 p.m., August 19, 2024**

**APPLICATIONS/MODIFICATIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE**

### Eligibility/Exclusions:

- Applicant must be a current Unit A or B faculty member at Western Illinois University
- Applicant must have been employed at WIU during the entire evaluation period
- Applicant may compete in only one (1) category annually
- Applicant who have won one of the Provost's Awards for Academic Excellence are excluded from consideration in the same award category for a period of five (5) years after winning. However, winners may compete in a different award category.
- Colleges may resubmit applicants who have been evaluated in the past, including non-winning applicants from the previous year

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### Application Components:

#### 1. Submission Checklist

- One (1) page maximum
- Must include applicant's name, signature, and date

#### 2. Narrative

- Five (5) pages maximum
- Must be single spaced
- Applicants must include an [impact statement](#) which indicates the impact of their activities on students, the University, and the community. If possible, applicants should provide documentation as evidence of this impact.
- For all activities, applicants must specify whether the activity was course-related or a compensated activity (either stipend or release time); the Awards Selection Committee will determine how compensated and uncompensated items compare
- For category-specific details, please see the [Award Guidelines](#) for the desired award.

#### 3. Philosophy

- One (1) page maximum
- Must describe applicant's philosophy regarding the award category and contributions made in delivering on this philosophy
- For category-specific details, please see the [Award Guidelines](#) for the desired award.

#### 4. Sample Syllabus

- No page limit
- Include a syllabus for one (1) course

#### 5. Supporting Documentation

- Ten (10) pages maximum
- Whenever possible, such as in the case of performing/creative works, applicants may submit multimedia elements as part of their supporting documentation. Each multimedia element submitted counts as one (1) page toward the 10-page maximum [e.g., if submitting four (4) multimedia elements, the remaining supporting documents are limited to six (6) pages maximum].
- Submissions should not contain multipage works, such as journal articles or books.

#### 6. Letters of Support

- Six (6) pages maximum — up to three (3) letters of support, two (2) pages maximum each
- May come from Deans, Chairs/Directors, peers, or students
- Must be included in electronic submission packet. Neither the Provost's Office nor the Center for Innovation in Teaching and Research will collect these letters of support on the applicant's behalf

#### 7. Stipulated Appendix

- No page limit
- Provides an outline of the applicant's activities
- Applicants must use major headings for each category, followed by a summary of the activity and the associated dates in reverse chronological order
- Applicants should list course numbers, titles, credit hours, and any characteristics of the course that may be relevant (e.g., new preparation, graduate-level course, required, elective)
- Should cover all areas of teaching, research, and service — not limited to the award category
- A [sample stipulated appendix](#) is available for review.

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### **Application Formatting:**

- Margins: 1" (all sides)
- Font size: 12-point
- Spacing: Single-spaced
- Page numbers: Indicated

### **Important Notes:**

- Applications are to be submitted using Google Drive folders. Applicants will receive an email with instructions on how to submit their application.
- Each section should be clearly labeled. Organize content in reverse chronological order by area.
- Avoid the use of technical language or jargon. Committees are comprised of faculty from diverse academic backgrounds. If technical jargon is required, define the terms.
- Pay special attention to page limits and the period under review.

### **Award Selection Committee Members:**

To ensure input/participation across campus and to ensure a reasonable workload, each of the six (6) awards selection committees are comprised of the following representatives:

- Faculty member, College of Arts and Sciences
- Faculty member, College of Business and Technology
- Faculty member, College of Education and Human Services
- Faculty member, College of Fine Arts and Communications
- Faculty member, Centennial Honors College
- Faculty member, University Libraries
- Winner, previous year's Provost's Awards for Academic Excellence for the category
- Member, Center for Innovation in Teaching and Research Advisory Committee (non-voting member — provides feedback to revise/amend criteria for subsequent years)