

Grisham Master Teacher Awards, Zacharias Early Career Teaching Awards,
and
Alumni Association Graduate Teaching Awards
Application Cover Page

**Due Dates: October 27, 2024 for applicants only observable in the Fall;
January 5, 2025 for applicants observable in the Spring**

Grisham Master Teacher Award

Donald Zacharias Early Career Undergraduate Teaching Excellence Award

Alumni Association Graduate and/or Professional Teaching Excellence Award

Applicant: _____ Title and Dept: _____

Applicant e-mail: _____ Phone(s): _____

Nominator: _____ Nominator's email: _____

You will submit **two files**: a single PDF file containing all your documents and the completed Excel evaluation template. **PDF File:** Submit all documents as a single PDF file in the order listed below. Documents prepared by the nominee must be in 12-point Times font or similar with 1-inch margins on all sides.

Excel File: Include a summary of your course evaluations, using the following template:

[TeachingAwards_StudentSurvey_Data_Template_2024.xlsx](#)

Be certain to include both quantitative data and qualitative comments for all courses taught over the past five years if applying for the Grisham award and three to five years if applying for the Zacharias or Alumni awards.

- 2-page nomination letter from a faculty member or administrative colleague.**
- Limit of five (5) 1-page letters of support (at least two from faculty and two from students).**
- Teaching Vita (not to exceed five pages). Include those parts of a general vita that would pertain specifically to teaching, such as courses taught and developed, research and scholarship in teaching, and teaching awards.
- Statement of educational/teaching philosophy (not to exceed two pages).
- Description and evidence of teaching methods and assessment of student learning (not to exceed 10 pages).
- Two current or very recent representative course syllabi.
- My teaching can be observed in the (check one): Fall semester Spring semester Either semester
- The Application packet that I am submitting is suitable for display in Special Collections at Mitchell Memorial Library
- Submit by email to grishamaward@provost.msstate.edu no later than **October 27, 2024 for applicants only observable in the Fall, or January 5, 2025 if observable in the Spring.**

** Applicants may provide relevant factual information to letter writers, but applicants must not provide them with actual or suggested text for letters. By submitting this application, applicant certifies that letters are entirely the product of the writers. Writers may be contacted to confirm this.

I agree to be observed in class by UIIC members. If selected as a Grisham Master Teacher, I agree to share my expertise by conducting a limited number of workshops and/or other instructional improvement activities in return for this honor.

Applicant Signature: _____ Date: _____