

## Tips for Effective Chancellor Award and Distinguished Rank Applications

### General for all applications

- Organize folder by criteria
- Evidence should be strongly linked to specific criteria
- May want to include both quantitative and qualitative evidence
- Evidence of statewide, regional and national activity should be included as appropriate
- Request and include letters of support that address specific criteria (give examples to support excellence for criteria)
- Include complete vita with appropriate focus on area of award

### Teaching award tips

- Include personal teaching philosophy
- Include student evaluations of faculty over time
- Include peer observations and evaluation of teaching
- Include reflection of evaluations on teaching changes
- Evidence can be such things as:
  - Syllabi from a variety of courses taught
  - Table of courses taught with student numbers and grade distribution
  - Student support letters
  - Office hours schedule
  - Evidence of involvement with students outside of class
  - Graded assignments with written feedback
  - Examples of tests, quizzes, lab reports
  - Representative samples of instructional materials
  - List of student achievements pre- and post-graduation
- Scholarship/creative activity should be grouped by type and peer and non-peer reviewed

### Service award tips

- Include personal service philosophy
- Include letters of support from community and professional organizations
- Ask letter writers to address criteria specific to the award
- Include evidence of accomplishments and achievement of you or the group
- Include examples of minutes as evidence of involvement
- For each organization specify: length of term, years being chair of that organization or other officer, accomplishments of organization while a member, accomplishments while chair

### Librarian award tips

- Include personal librarianship philosophy
- Include letters of support from a variety of constituencies
- Include examples of presentations on and off campus

### Scholarship and Creative Activities award tips

- Include support letters, internal and external that recognize the contributions nationally and internationally
- Include number of citations of work
- Include reviews of productions or exhibits
- Separate work by type and by peer and non-peer reviewed