

TO: Section Secretaries
FROM: Kenneth A. Ross, President *KAR*
DATE: September 16, 1996
SUBJECT: The Sixth Annual Distinguished Teaching Awards

This is the time to prepare to solicit nominations for the sixth annual Awards for Distinguished College or University Teaching of Mathematics.

Since last year's administration of these awards seems to have generally gone very smoothly, the procedure for this fall's solicitation has been changed in only two aspects: (in particular, no changes have been made in the proposed letter calling for nominations and the nomination form):

(a) Item 5 below is new.

(b) The second paragraph in the page attached to the Nomination Form (Evidence of Success in Teaching) has been expanded to emphasize the importance of documenting clearly the candidate's responsibility for student success.

With these two minor changes the process of making these awards then consists of the following steps:

1. Please solicit early this fall nominations by sending a letter, such as the enclosed one (1997 XYZ Section Awards . . .), together with the enclosed "Nomination Form" at least to all chairs and MAA representatives of departments in the mathematical sciences in your Section or preferably to all members of your Section. Publicize the nomination process in any additional ways you believe to be appropriate, for example, in your Section Newsletter and the local news media. Please feel free to change this letter in any way you desire. The only items which cannot be changed (since they have been set nationally) are the eligibility rules, the guidelines for nominations, the date by which the Section winner has to be selected (February 1, 1997), and the Nomination Form.

Items you may wish to change include, for example, the date at which the nominations have to be returned to you (the enclosed letter proposes January 1, but you may wish to set it earlier or later). The only thing you need to be sure of is that there is enough time for your Section Selection Committee to decide on the Section awardee prior to February 1.

You may also prefer to have only one copy (rather than the proposed six) sent to you and make yourself the copies needed for distribution to the members of the Section Selection Committee.

It is also left to your Section to decide whether a nominee should be made aware of the fact that he or she has been nominated. This is why the enclosed letter is silent on this point.

You also may wish to consider adopting for your Section the policy followed by the national committee not to consider for awards files which significantly exceed the prescribed limits and, if so, include such a statement in your letter to department chairs.

2. Appoint a Section Selection Committee (it might be advisable, although not necessary, to do this prior to step 1).

It is recommended that this Committee consist of three to five people and not be the Executive Committee of the Section. Members of the Executive Committee, however, should have the possibility of making nominations, especially if it appears that some obvious candidates have not been nominated by anyone in the Section.

Members of the Section Selection Committee cannot receive the Award. It is, therefore, recommended that the members of the Section Selection Committee be chosen so that few, if any, are eligible for the Award. This would include prior years' Section awardees, members of the Section teaching less than halftime, mathematicians who are now administrators, those recently retired from teaching, employees in industry, government, or other non-teaching positions, etc. They should, however, be strongly committed to excellence in teaching and preferably include present or former college mathematics teachers from two-year colleges, four-year colleges, and Ph.D. granting institutions.

In response to an inquiry by a Section whether current executive officers of a Section should be declared ineligible for nomination, the national committee did not favor such a rule since, if the Section Selection Committee is appointed as suggested in the previous paragraph, there is no need to exclude the current executive officers from nomination. Nevertheless the national committee permits a Section to adopt such a rule within the Section if it so desires.

3. After a Section Selection Committee has been appointed, request that its members agree on a procedure to select the Section awardee. This procedure should be in place prior to the time they are sent the nomination packets. It should not require a meeting of the Section Selection Committee although the Committee can, of course, decide to meet. A typical procedure might be for each member of the Committee to rank the nominees,

then communicate their ranks to the Chair of the Committee; if necessary, the Chair of the Committee can arrange a telephone conference call among the members of the Committee to agree on the awardee.

4. The Section Selection Committee communicates the name of the awardee to the Section Secretary. The Section Secretary then sends a copy of the nomination packet prior to February 1, 1997 to

Professor Martha J. Siegel, Secretary
Mathematical Association of America
Department of Mathematics
Towson State University
Towson, MD 21204-7097

who in turn forwards it to the National Selection Committee.

It is important that the packets are sent on time. Names of awardees submitted late to Professor Siegel are not considered for national awards. This year there were two such late submissions which deprived the Section awardee of the opportunity to be considered for one of the national awards.

5. Note that one of the three national winners may be selected from another source. On rare occasions such a source might be a nomination by a Section of an individual in addition to the current Section winner, for example, a sectional winner from a previous year. Such a nominee must currently satisfy the eligibility criteria.

6. Section Selection Committees are encouraged to designate some or all of those not chosen as a Section award winner as candidates to be renominated the following year. For those so designated, a letter should be written to the nominator asking him or her whether the nominator is willing to renominate the candidate, whether he or she is still eligible, (in particular, whether he or she is still a college or university teacher assigned at least half-time during the academic year to teach a mathematical science) and, if so, to update the file if necessary, but not requiring a new file to be submitted.

7. The Section Secretary, perhaps together with the other officers of the Section, arranges for the awardee to be honored at the Section meeting in the Spring. It is recommended that a ceremony honoring the awardee be listed as a separate item in the program of the Section meeting and not be considered just part of the business meeting. The ceremony might be held in conjunction with a banquet. To increase interest in the ceremony, it is desirable to keep the name of the awardee secret until the time of the ceremony. An appropriate certificate to be presented to the awardee on this occasion will be sent to you by the Secretary of the Association at least four weeks prior to the time of the ceremony. In addition the Section Secretary arranges for

appropriate publicity in the media to appear at the time of the Section meeting. Furthermore, the appropriate officials in the institution of the awardee should be notified.

8. The names of those nominated who did not win the award should, for a great variety of reasons, not be made public.

9. Sections are urged to invite their awardees to make a presentation at a subsequent Section meeting. This could either be a short talk on what they perceive to have been the reasons for their successes as a teacher or a lecture on a mathematical topic.

10. If you have any questions on any of these items, please feel free to contact directly the chair of the National Selection Committee:

Professor Henry L. Alder
Department of Mathematics
University of California
Davis CA 95616-8633

**CALL FOR NOMINATIONS FOR
1997 XYZ SECTION AWARDS FOR DISTINGUISHED
COLLEGE OR UNIVERSITY TEACHING
OF MATHEMATICS**

Nominations for the sixth (1997) XYZ Section Awards for Distinguished College or University Teaching of Mathematics are now being accepted. The XYZ Section Selection Committee will choose one of the nominees for the Section Award. The awardee will be honored at the Spring 1997 meeting of the Section and will be widely recognized and acknowledged within the Section. The awardee will also be the official Section candidate for the pool of Section awardees from which the national recipients of the MAA Deborah and Franklin Tepper Haimo Awards for Distinguished College or University Teaching of Mathematics will be selected except that one of the national winners may be selected from another source. There will be at most three national awardees, each of whom will be honored at the national MAA meeting in January 1998 and receive a \$1,000 check and a certificate.

Anyone is entitled to make a nomination, but nominations from chairs or MAA representatives in departments of mathematical sciences are specially solicited. For this reason, this call for nominations is sent to both department chairs and MAA representatives so that the responsibility for nominations can be shared between them.

We urge you to submit a nomination if you have someone eligible and qualified in your department in order that your candidate has an opportunity to be considered for the Section Award and, if so selected, also for the national award. Even if not selected this year, it is an honor for someone to have been nominated, your department will receive recognition for its commitment to excellence in teaching, and the work done in preparing a nomination folder for your candidate is not wasted since your candidate can be nominated again in a future year. Self-nomination is not permitted.

In addition to discussing this memo with your colleagues, preferably at a department meeting, please post it in a prominent place in your department.

Eligibility

- College or university teachers assigned at least halftime during the academic year to teaching a mathematical science in a public or private college or university (from two-year college teaching through teaching at the Ph.D. level) in the United States or Canada. Those on approved leave (sabbatical or other) during the academic year in which they are nominated qualify if they fulfilled the requirements in the previous year.
- At least five years teaching experience in a mathematical science.
- Membership in the Mathematical Association of America.

Guidelines for Nomination

The nominees should

- be widely recognized as extraordinarily successful in their teaching*
- have teaching effectiveness that can be documented
- have had influence in their teaching beyond their own institutions**
- foster curiosity and generate excitement about mathematics in their students.

* "teaching" is to be interpreted in its broadest sense, not necessarily limited to classroom teaching (it may include activities such as preparing students for mathematical competitions at the college level, for example, the Putnam Prize Competition or the Mathematical Contest in Modeling, or attracting students to become majors in a mathematical science or to become Ph.D. candidates).

** "influence beyond their own institution" can take many forms, including demonstrated lasting impact on alumni, influence on the profession through curricular revisions in college mathematics teaching with national impact, influential innovative books on the teaching of college mathematics, etc.

Nominations must be submitted on the enclosed "Nomination Form." Please follow the instructions on that form precisely to assure uniformity in the selection process both at the Section and national levels.

If a file on a Section awardee significantly exceeds the prescribed limits (as stated on page 2 of the Nomination Form), it will not be considered for a national award and be returned to the Section.

Please send six copies of each nomination packet to

Professor A.B.C., Secretary
XYZ Section
Address

so as to be received no later than January 1, 1997.

The Section Selection Committee will select the Section awardee during January and communicate its selection to the national selection committee no later than February 1 so that the national Committee can then make its selections.

We look forward to your participation in this exciting MAA venture of taking substantive action to honor extraordinarily successful teaching. We want to see such teaching recognized at all post-secondary school levels. We depend on you to help us identify those who merit such recognition.

MATHEMATICAL ASSOCIATION OF AMERICA
AWARDS FOR DISTINGUISHED COLLEGE OR UNIVERSITY TEACHING OF MATHEMATICS

Nomination Form
(Please Type)

Name of Nominee (Last name first)_____

Name of College or University_____

College or University Address_____

College Telephone (____)_____ Home Telephone (____)_____

Number of years of teaching experience in a mathematical science_____

Has the nominee taught at least half time in a mathematical science for the past three years (not counting a sabbatical period)? _____

Activities related to teaching_____

Publications related to teaching if any (List no more than five)_____

Membership and significant activities in relevant professional organizations_____

Previous awards for teaching, if any_____

Additional relevant information_____

Name of Nominator (last name first)_____

Address of Nominator_____

Signature

Evidence of Success in Teaching

Please describe the nominee's success in teaching by providing a narrative of the nominee's background, experience, teaching style, special contributions, and other related information not already included in the Nomination Form. Limit this portion to no more than four pages, which must be typewritten and double-spaced on one side only of a 8½ x 11 paper. Type size, whether word processor or typewriter, should be no smaller than 12 point (pica) in size.

You are also required to submit no more than 3 pages of evidence to document the nominee's extraordinary teaching success. Appropriate documentation may vary greatly from institution to institution but may include summaries of peer or student evaluations and comments on teaching and other information specific to the nominee's accomplishments, such as increases in numbers of mathematics majors or Ph.D. candidates (with clear evidence of the substantial responsibility of the candidate for these increases); or if a strength of the candidate is preparing students for competitions, then student success in these competitions should be cited.

In addition, you may include a maximum of five letters of recommendation (limited to one page each) with at least two from the nominee's present or former students and at least two from colleagues (one of whom could be the department chair).

Curricula vitae should not be submitted since the information from them relevant to teaching success should be included in the Nomination Form and other documents mentioned above.