

**Meredith Professorship
2023-2024 Nomination Coversheet**

Laura J. and L. Douglas Meredith Professorship Program

Nominee

Nominee (full name): _____

Title: _____

Email: _____ Phone: _____

School or college: _____

Dean (full name): _____

Dean email: _____

Department, school, or unit (where relevant): _____

Chair/director (full name): _____

Chair/director email: _____

Nominator (dean or dean's designee)

Primary nominator (full name): _____

Title: _____

Email: _____ Phone: _____

The nomination packet (single PDF) includes these items in order:

- 1) This coversheet
- 2) Formal nomination letter (no more than three pages) from the dean or dean's designee with concurrence of the dean that:
 - Makes the case for the nominee's extraordinary teaching performance and potential for continued contributions to teaching excellence, given the support of the Meredith Professorship
 - Describes the nominee's regular teaching and advising responsibilities, as well as their other roles within the department, school, or college

NOTE: Because faculty can demonstrate teaching excellence in many ways, the letter should describe *in detail* how the nominee is singular in that respect. Concrete examples or illustrations are more effective than grand statements of praise.

3) A brief description (no more than 500 words) of:

- The teaching theme or topic on which the nominee would focus in their work with the CTLE
- Why/how the selected topic will improve the teaching and learning environment on campus
- Preliminary ideas for how they would secure wider faculty involvement with this theme or topic

NOTE: The selected theme or topic should address a teaching challenge or opportunity that faculty across disciplines face, without being so narrow as to apply to only one discipline or field or so broad as to encompass all of teaching.

4) A teaching statement (no more than three pages) which addresses:

- The nominee’s approach to teaching
- Any significant teaching innovations or initiatives
- Specific techniques for assessing or evaluating student learning
- How the nominee uses assessment or evaluation of student learning to inform and strengthen their work as a teacher

NOTE: The teaching statement should highlight the nominee’s efforts to infuse consideration of diversity, equity, inclusion, and accessibility in all elements described above.

5) An updated *curriculum vitae*

The nomination packet should not exceed 10 pages, excluding the *curriculum vitae*.

Primary nominator’s signature (if not dean): _____ Date: _____

Chair/director’s signature (concurrence): _____ Date: _____

Dean’s signature (concurrence): _____ Date: _____

Nominations are due Friday, November 3, 2023. Please email the nomination as **one PDF** to Amanda Latreille, Faculty Affairs Specialist, at arlatrei@syr.edu (subject: Meredith Professorship nomination).