

TO: Department Heads, College of Agriculture

FROM: Christine Wilson, Senior Associate Dean & Director of Academic Programs
Linda Lee, Assistant Dean of Graduate Education, Research and Faculty Development
John Lumkes, Assistant Dean of Academic Programs, Coordinator of Awards Committee

DATE: August 23, 2024

RE: 2024-2025 Major Purdue Agriculture Faculty and Staff Teaching and Mentoring Awards

DEADLINE: 5 p.m. Thursday, October 10th, 5 PM

Nominations are being requested from each department for the major college level awards listed below. The recipients will be selected by the CoA Awards Committee that is made up of faculty and students; undergraduate students assist with seven awards and graduate student representatives assist with the graduate mentor/teacher award. Nominees will be recognized at the Fall College of Agriculture Celebration of Teaching Excellence Awards Ceremony and Reception.

Table 1. Award Eligibility Summary

AWARD	ELIGIBILITY	Recognition
Richard L. Kohls Outstanding Undergraduate Teaching	Tenured & Tenure-track faculty	\$3000 + plaque
John T. Taylor Excellence in Teaching Innovation	Tenured & Tenure-track faculty	\$2000 + plaque
David C. Pfendler Outstanding Undergraduate Counselor	Tenured & Tenure-track faculty	\$2000 + plaque
Richard L. Kohls Outstanding Early Career Teaching	Tenure-track faculty at the rank of Assistant Professor	\$2000 + plaque
Outstanding Teacher Award for Clinical Faculty and Lecturers	Clinical professors and lecturers	\$2000 + plaque
Outstanding Service to Students	Staff or non-tenure track faculty	\$2000 + plaque
Outstanding Undergraduate Advising	Staff or non-tenure track faculty with primary role in advising	\$2000 + plaque
Outstanding Graduate Mentor and Teacher	Tenured and Tenure-track faculty	\$2500 + plaque

All award nominations should follow the guidelines in the attached criteria. Stated page limits will be strictly enforced (pages beyond the limit will not be considered). Single line spacing.

File names should include the **department abbreviation_nominee last name_the award name_nomination year** (Kohls, Taylor, Pfendler, Early Teaching, Clinical, Service, or Grad Mentor); for example **ENTM_Smith_Kohls_2023.pdf**.

- Please feel free to contact John Lumkes (lumkes@purdue.edu), College of Agriculture Office of Academic Programs, with any questions.
- Send all nominations to John Lumkes (lumkes@purdue.edu) and Hope Heathcote (hopeh@purdue.edu).

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Richard L. Kohls Outstanding Undergraduate Teaching Award

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

Faculty with the rank of associate or full professor are eligible to be nominated for this award. Nominees must have had some primary classroom responsibility during the previous year (Fall/Summer/Spring). Repeat department nominations are allowed; previous recipients of the Richard L. Kohls Outstanding Undergraduate Teaching Award are not eligible; previous recipients of the Kohls Early Career Teaching Award are eligible.

Recognition

- The awardee receives a cash award of \$3,000 and a plaque.

Related University Award

The College of Agriculture may nominate (2) individuals for the university Charles B. Murphy Outstanding Undergraduate Teaching Award. One of the nominees for the university award is typically the current awardee, and the college selects the second nominee from eligible previous awardees and nominees. For candidates to be considered, a complete, current nomination packet must be submitted by the due date.

Nomination Packet Instructions

Limit of 6 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
Cover page (See general template at end of this packet)
- Pages 1-6
 - A. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses, semester, 2001-02, 30 students enrolled (preferably in table format, see example at end of document)
 - B. Evidence of Nominee’s effectiveness related to the following criteria:
 - a. Instructional effectiveness (e.g., peer evaluations, student evaluations, subsequent course performance)
 - b. Course instruction improvement and innovation. Why was a particular course modification or innovation impactful? What is the goal of a course and how do you know you achieved that goal? Continual improvement and resulting impact (e.g., IMPACT program, PREP, etc.).
 - c. Contact with students outside the classroom (e.g. academic advising, advising a student organization, etc.)

- d. Service to students - research mentor for undergraduate students outside of normal classroom activity, participation in college/school or university committees related to undergraduate education
 - e. Dissemination of teaching effectiveness, which may include the scholarship of teaching and learning. This could be through presentations, workshops, peer-reviewed publications, etc.
- C. Nominee's professional activities directly related to undergraduate education.
- D. Teaching honors and awards received by nominee.

The six (6) page limit will be strictly enforced; only the first 6 pages beyond the cover page of the submitted document will be uploaded for committee review.

John T. Taylor Excellence in Teaching Innovation

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

Tenure-track and tenured faculty with at least three years of teaching undergraduates are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the John T. Taylor Excellence in Teaching Innovation Award are not eligible.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

The College of Agriculture may nominate an individual for the university *Class of 1922 Outstanding Innovation in Helping Students Learn Award*. Current and past recipients and nominees of the John T. Taylor Excellence in Teaching Innovation Award will be considered for further nomination to the university award. For such candidates to be considered, a complete, current nomination packet must be submitted by the due date.

Nomination Packet Instructions

Limit of 5 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
Cover page (See general template at end of this packet)
- Pages 1-5
 - A. Nominee’s Statement – prepared by Nominee. Please address each bullet point listed:
 - a. Summarize your teaching philosophy and the role of innovation in achieving your goals for your students.
 - b. Describe your innovation(s) including motivation for, assessment of, and summary of impact on student achievement. This can include tools, methods, activities, etc., in classrooms, labs, and/or in co-curricular activities.
 - c. Describe the broader impact of your innovation. This could be further dissemination through publications, presentations, and/or workshops; adoption by other instructors and/or institutions; and awards or recognitions.
 - B. Optional supporting information from colleagues, alumni, and/or students describing how the innovation impacted their own teaching, career success, and/or learning.

The five (5) page limit will be strictly enforced; only the first 5 pages of the submitted document will be uploaded for committee review.

David C. Pfendler Outstanding Undergraduate Counselor

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

Tenure-track and tenured faculty are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the David C. Pfendler Outstanding Counselor Award are not eligible.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

There is not an equivalent university level award, however the Office of Academic Programs will gladly assist the awardee and nominees who would like to be nominated for a follow-up award within their professional societies, etc.

Limit of 5 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
Cover page (See general template at end of this packet)
- Pages 1-5
 - A. Nominee’s Statement – prepared by Nominee. Please address each bullet point listed:
 - a. Detail your specific goals in counseling (advising, mentoring, helping students succeed in and out of the classroom, etc.) and the manner in which these goals are attained
 - b. Number of years spent in counseling at Purdue University, as well as the percentage of total effort spent in counseling
 - B. Qualifications and Experience. Please have each bullet point listed:
 - a. University Service - years and types (at Purdue and/or other institutions)
 - b. University counseling experience, committee assignments etc.
 - c. Teaching Experience
 - d. Number of Students Counseled/Advised/Mentored - with dates, if possible
 - Within discipline
 - Counseling/mentoring broadly in other areas
 - C. Academic honors and awards received
 - D. Supporting information from colleagues and/or department head describing the nominee’s impact in the department, college, university, and/or profession as related to counseling (advising, mentoring, helping students succeed in and out of the classroom, etc.).
 - E. Supporting information from alumni and/or students describing the nominee’s impact on their life, academic success, career success, etc.

The five (5) page limit will be strictly enforced; only the first 5 pages of the submitted document will be uploaded for committee review.

Richard L. Kohls Outstanding Early Career Teaching

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

Tenure-track Faculty with the rank of assistant professor are eligible to be nominated for this award. Nominees must have had some primary classroom responsibility during the previous year (Fall/Summer/Spring). Nominees must have been appointed no less than two years prior to nomination. Repeat department nominations are allowed; previous recipients of the Richard L. Kohls Outstanding Early Career Teaching Award are not eligible.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

The College of Agriculture may nominate an individual for the university *Exceptional Early Career Teaching Award* and the national *USDA Early Career Teacher Award*. Our nominee will be chosen from eligible current and past recipients and nominees of the *Kohls Early Career Award*. For such candidates to be considered, a complete, current nomination packet must be submitted by the due date.

Nomination Packet Instructions

Limit of 6 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
 - Cover page (See general template at end of this packet)
- Pages 1-6
 - A. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses, semester, 2001-02, 30 students enrolled (preferably in table format, see example at end of document). Nominations must include a list of all undergraduate classes and corresponding course evaluations for at least the past two academic years.
 - B. Evidence of Nominee’s effectiveness related to the following criteria:
 - a. Instructional effectiveness (e.g., peer evaluations, student evaluations, subsequent course performance)
 - b. Course instruction improvement and innovation. Why was a particular course modification or innovation impactful? What is the goal of a course and how do you know you achieved that goal? Continual improvement and resulting impact (e.g., IMPACT program, PREP, etc.).
 - c. Contact with students outside the classroom (e.g. academic advising, advising a student organization, etc.)

- d. Service to students - research mentor for undergraduate students outside of normal classroom activity, participation in college/school or university committees related to undergraduate education
- e. Dissemination of teaching effectiveness, which may include the scholarship of teaching and learning. This could be through presentations, workshops, peer-reviewed publications, etc.
- C. Nominee's professional activities directly related to undergraduate education.
- D. Teaching honors and awards received by nominee.

The six (6)-page limit will be strictly enforced; only the first six pages of the submitted document will be uploaded for committee review.

Outstanding Teacher Award for Clinical Faculty and Lecturers

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

Clinical faculty with a teaching role and lecturers are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the *Outstanding Teacher Award for Clinical Faculty and Lecturers* are not eligible. This award recognizes clinical faculty [teaching] and lecturers who have demonstrated commitment to a career in teaching and working with students, the ability to engage and motivate students, and have fostered a culture of instructional continuous improvement in the department, college, and university.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

The College of Agriculture may name one individual for the university Excellence in Instruction Award for Lecturers. The nominee for the university award is typically the current awardee, providing that the university award criteria are met. For candidates to be considered, a complete, current nomination packet must be submitted by the due date. A candidate may also be considered and nominated for the *USDA Teaching and Student Engagement Award*.

Nomination Packet Instructions

Limit of 6 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1" margins). One document should be submitted and the order of information should be as follows in order to make the selection committee's comparison fair and efficient.

Nomination packet outline:

- Page 0
Cover page (See general template at end of this packet)
- Pages 1-6
 - A. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses, semester, 2001-02, 30 students enrolled (preferably in table format, see example at end of document)
 - B. Evidence of Nominee's effectiveness related to the following criteria:
 - a. Instructional effectiveness (e.g., peer evaluations, student evaluations, subsequent course performance)
 - b. Course instruction improvement and innovation. Why was a particular course modification or innovation impactful? What is the goal of a course and how do you know you achieved that goal? Continual improvement and resulting impact (e.g., IMPACT program, PREP, etc.).

- c. Dissemination of teaching effectiveness, which may include the scholarship of teaching and learning. This could be through presentations, workshops, peer-reviewed publications, etc.
- C. Nominee's professional activities directly related to undergraduate education.
- D. Teaching honors and awards received by nominee.

The six (6) page limit will be strictly enforced; only the first 6 pages beyond the cover page of the submitted document will be uploaded for committee review.

Outstanding Service to Students

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

This award recognizes staff or non-tenure track faculty for outstanding, sustained service to students (e.g. advising, placement, registration, counseling, faculty fellow in residence hall, learning community leader, etc.). Staff or non-tenure track faculty are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the Outstanding Service to Students Award are not eligible.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

There is not an equivalent university level award, however the Office of Academic Programs will gladly assist the awardee and nominees who would like to be nominated for a follow-up award within their professional societies, etc.

Nomination Packet Instructions

Limit of 5 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
 - Cover page (See general template at end of this packet)
- Pages 1-2
 - A. Nomination letter
 - a. Describe the service or support that the nominee provides to students, including the length of time they have been providing this service
 - b. Describe how the nominee has helped students achieve their personal and professional goals
 - c. Describe the nominee’s enthusiasm for and familiarity with the service they provide
 - d. Describe the relationship and interactions with the students and how that has an impact on student success
 - B. Two or three sentences of background or context regarding each support letter author
- Page 3
 - A. Support letter from a current or former student (one-page limit)
- Page 4
 - A. Support letter from a current or former student (one-page limit)
- Page 5
 - A. Support letter from a current or former student (one-page limit)

The six (6) page limit will be strictly enforced; only the first 6 pages beyond the cover page of the submitted document will be uploaded for committee review.

Outstanding Undergraduate Academic Advising

(supported by the Office of Academic Programs; recipients of this award are determined by a committee with representation from faculty and undergraduate students.)

Eligibility

This award recognizes staff or non-tenure track faculty for providing and/or supporting outstanding academic advising for undergraduate students in the College of Agriculture. Staff or non-tenure track faculty whose primary role is direct academic advising and/or a director of an academic advising program are eligible to be nominated for this award. Repeat nominations are allowed; previous recipients of the Outstanding Undergraduate Academic Advising Award are not eligible.

Recognition

- The awardee receives a cash award of \$2,000 and a plaque.

Related University Award

There is not a direct equivalent university level award which requires that the nomination come from the college. There is a PACADA Outstanding Advisor Award that recipients are encourage to apply to and the Office of Academic Programs will gladly assist the awardee and nominees who would like to be nominated for a follow-up award within their professional societies, etc.

Nomination Packet Instructions

Limit of 5 pages after the cover page – (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1” margins). One document should be submitted and the order of information should be as follows in order to make the selection committee’s comparison fair and efficient.

Nomination packet outline:

- Page 0
Cover page (See general template at end of this packet)
- Pages 1-3
 - A. Summary of nominee’s advising related activities, including responsibilities and scope.
 - B. Evidence and examples of:
 - a. active involvement in helping students achieve career and academic goals.
 - b. availability to advisees, anticipates advisee needs, demonstrates proactive action
 - c. the referral to and use of additional resources
 - d. participation in and application of professional development activities
 - e. participation in College of Agriculture and Purdue Advising communities
 - C. Honors and awards received by nominee
- Pages 4-5
 - A. Nomination support letter by an administrator, supervisor, or colleague
 - B. Student and alumni reflections of appreciation with examples of impact

The five (5) page limit will be strictly enforced; only the first 5 pages beyond the cover page of the submitted document will be uploaded for committee review.

Outstanding Graduate Mentor and Teacher

(supported by the Office of Agricultural Research & Graduate Education; recipients of this award are determined by a committee with representation from faculty and graduate students.)

This award recognizes faculty who are exemplars of excellence in mentoring and teaching in the area of graduate education. Nominees must demonstrate sustained and significant contributions to graduate education through activities that demonstrate:

- a record of excellence in teaching, mentoring, coaching, and developing graduate students
- a commitment to the long-term professional development of graduate students
- evidence of innovation and creativity that enhances the graduate experience

Eligibility

Tenure-track and tenured faculty who are members of the Graduate Faculty are eligible to be nominated for this award. Repeat department nominations are allowed; previous recipients of the Outstanding Graduate Mentor and Teacher (previously Graduate Educator) are not eligible.

Recognition

- The awardee receives a cash award of \$2,500 and a plaque.

Related University Award

The recipient is eligible for consideration for the Purdue University Outstanding Graduate Faculty Mentor award. For candidates to be considered, a complete, current nomination packet must be submitted by the due date.

Nomination Packet Instructions

Formatting specifics - 12 pt minimum, Times New Roman Font, at least 1" margins). One document should be submitted and the order of information should be as follows in order to make the selection committee's comparison fair and efficient.

Nomination packet outline:

- Page 0
 - Cover page (See general template at end of this packet)
- Pages 1-5
 - A. Nominee's reflection on involvement in various aspects of graduate education; this section includes, but is not be limited to, innovations in graduate teaching, mentoring, and administrative service towards graduate education and include scholarship of teaching & learning, if applicable.
 - B. List of past MS and PhD students for whom the nominee served as major professor and their current positions if available
- Letters of support (4 total) from:
 - A. A Purdue administrator (department head; dean, etc.)
 - B. Three additional letters from either past or current students (~1 page each)

- CV (include education; Purdue position; graduate courses taught; significant publications [indicate publications co-authored with graduate students by an asterisk on each graduate student's name])

Limit of 5 pages + CV + four support letters (formatting specifics - 12 pt minimum, Times New Roman Font, at least 1" margins).

Please feel free to contact Linda Lee (lslee@purdue.edu) or John Lumkes (lumkes@purdue.edu) with any questions.

Appendix A: 2023-2024 College of Agriculture Award Cover Page Template

***This page is required and does not count toward 6 page limit.
Only the information below need be included, this header does not!***

Nomination for 2023-2024 [Award Name Here]

Nominee Name:

Nominee's Position and description of the role it entails:

Department:

Date of Initial Appointment to Position:

Name of Department submitting nomination:

Statement of the procedure used in choosing the nominee:

Statement summarizing the [teaching/advising/service/etc.] evaluation process for nominee's department:

Note: content on this page should be limited to the information requested. Please do not include other award nomination information on this page. Only the material on the subsequent pages will be used to evaluate each candidate with respect to the award criteria.

Appendix B: Example Teaching Tables

These are only examples and subsequent university level award nominations may require modifications to these examples.

Course	Title	Term	# Eval / # Students	Course Evaluation	Instructor Evaluation
		Fall 2022	12/18	4.01	4.06
		Fall 2022	5/14	4.54	3.71
		Spring 2022	13/6	4.54	4.17

Note: Fall 2020 and subsequent evaluation scores are based on the 10 University Core Questions. Course evaluation was calculated by averaging the four questions based on the course and instructor evaluation was calculated by averaging the six questions based on the instructor.

Courses Taught

Sem	Course Number (Credit Hours)	Course Title	Required or Elective?	Enrollment	Mode Of Instruction	Contact (hrs/wk)
SP 21			Required	24	Lecture & Lab	6
F 20			Required	21	Lecture	1
F 20			Elective	12	Lecture	1
SU 20			Required	124	Online	4

Course Evaluations (Scores on a 1-5 point scale with 5 being highest)

Sem	Course Number	# Responses/ # Enrolled	Nominees Course Evaluation Score	Nominees Instructor Evaluation Score
F 22		15/25		
F 21		8/10		
SU 21		3/5		

Appendix C: Version Updates

- Changes for the 2024-2025 Award Year
 - Upcoming – it is expected that the cover page requirements for the university awards will be updated to require a short statement by each nominee regarding their teaching/mentoring/advising philosophy and summary of their accomplishments related to the award criteria. Depending on when the changes are finalized, the cover page requirements for our college might update as well to reflect this change. If this happens the procedure and evaluation summaries will likely be removed from the cover page requirements.
- Changes for 2023-2024 Award Year
 - Financial – the financial support for being nominated (\$250, and not for all awards) has been removed and the award funds used to increase the award amount for the recipients and to add a new advising award. This also makes budgeting easier since it is not dependent on the number of nominations.
 - General – updated cover sheet content and requirements to be consistent with university awards requirements. Template provided in Appendix A.
 - General – provided example template for teaching tables
 - Kohls Award – updated eligibility to be consistent with university award requirements (only associate and full professors are eligible and must have recent teaching experience).
 - Pfendler Counselor – limited to 5 pages + cover and described counseling as including counseling, advising, mentoring, helping students succeed in and out of the classroom, etc.
 - Taylor Innovation – limited to 5 pages + cover and removed teaching table requirement to be consistent with university award. Update award criteria to reflect university and external awards.
 - Kohls Early – updated eligibility to be consistent with university award requirements (only assistant professors are eligible and must have recent teaching experience).
 - Clinical/Lecturers and Service to Students (minor edits)
 - Advising Award – NEW AWARD – follows criteria from similar university awards and from other colleges.
 - Grad Mentor – minor edits