

TO: Department Heads, College of Agriculture

FROM: Christine Wilson, Senior Associate Dean & Director of Academic Programs

John Lumkes, Assistant Dean of Academic Programs, Coordinator of Awards Committee

DATE: August 28, 2025

RE: 2025-2026 Major Purdue Agriculture Faculty and Staff Teaching and Mentoring Awards

DEADLINE: Thursday, October 9h, 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

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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

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, 12pt font, 1 inch margins.

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 2025.pdf.

- Please feel free to contact John Lumkes (<u>lumkes@purdue.edu</u>), College of Agriculture Office of Academic Programs, with any questions.
- Send all nominations to John Lumkes (<u>lumkes@purdue.edu</u>) 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 not including the cover page and appendix table of classes – (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

o Cover page (See general template at end of this packet)

Pages 1-6

Narrative—nominee should provide a narrative describing their journey and philosophy of teaching excellence. This may include:

- Motivations and goals as an educator
- Key innovations or challenges addressed
- Impact on students and learning outcomes

Note: see <u>The Guide for Developing and Documenting Teaching Excellence</u> for guidance and specific examples to be considered as a part of the narrative. Multiple examples may be provided and not all five areas listed need to be addressed, just the ones that are appropriate for the nominee's narrative. To the extent possible, section "a." should specifically address how the nominee exhibits the characteristics of an Experimenter, sections b. and c. the



characteristics of an Exemplar, Enthusiast, and Educator, and section d. the characteristics of an Explorer.

Evidence of Nominee's effectiveness related to the following criteria:

a. Teaching Innovation and Teaching/Community Impact

- Describe an instructional or curricular problem(s) that the nominee solved. Address how the problem was identified, what process/method the nominee took to address the problem, and the evaluation of its impact on student learning.
- Describe the nominee's record of course creation or innovation, engagement program creation or innovation, and/or curricular innovation. Examples may include grants, innovative instructional techniques, use of new technology, interdisciplinary efforts, etc.
- Recognition of teaching excellence, such as teaching or mentorship honors and awards, quantitative data, comments, or statements of support, from students and alumni regarding the impact of courses/teaching; and/or statement(s) of support from department head or colleagues regarding impact.

b. Mentorship of Undergraduate Students

Describe how the nominee mentors students both in and beyond the classroom (undergraduate research, study abroad, mentoring/advising, extracurricular/co-curricular advising, providing Honors credits, service learning, advising a student organization, service at university events & activities for students, etc.

c. Service and Professional Development Related to Undergraduate Education

- Evidence of participation in department, school/college or university committees related to undergraduate education.
- Evidence of participation in national or international committees or initiatives related to undergraduate education.
- Evidence of professional development activities related to improving teaching and learning inside and/or outside of the university.

d. Scholarship of Teaching and Learning

Describe how the nominee contributes to the scholarship of teaching and learning (sharing their experiences and serving as role models for others).

• Examples might include leadership in institutional change related to teaching and learning, education-related scholarly publications such as academic articles, textbooks, books on pedagogy, invited presentations, and poster sessions.

e. Self-Selected Description or Evidence of Teaching Excellence



The nominee can provide any additional description and/or evidence supporting their nomination that has not already been covered in the narrative.

Page(s) 7+

List of undergraduate courses taught (see Appendix B for template; does not count against page limit, but only include the requested information)

Page limits will be strictly enforced. Extra pages will not 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 not including the cover page and appendix table of classes – (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

o Cover page (See general template at end of this packet)

Pages 1-6

Narrative—nominee should provide a narrative describing their journey and philosophy of teaching excellence. This may include:

- Motivations and goals as an educator
- Key innovations or challenges addressed
- Impact on students and learning outcomes

Note: see <u>The Guide for Developing and Documenting Teaching Excellence</u> for guidance and specific examples to be considered as a part of the narrative. Multiple examples may be provided and not all five areas listed need to be addressed, just the ones that are appropriate for the nominee's narrative. To the extent possible, section "a." should specifically address how the nominee exhibits the characteristics of an Experimenter, sections b. and c. the



characteristics of an Exemplar, Enthusiast, and Educator, and section d. the characteristics of an Explorer.

Evidence of Nominee's effectiveness related to the following criteria:

a. Teaching Innovation and Teaching/Community Impact

- Describe an instructional or curricular problem(s) that the nominee solved. Address how the problem was identified, what process/method the nominee took to address the problem, and the evaluation of its impact on student learning.
- Describe the nominee's record of course creation or innovation, engagement program creation or innovation, and/or curricular innovation. Examples may include grants, innovative instructional techniques, use of new technology, interdisciplinary efforts, etc.
- Recognition of teaching excellence, such as teaching or mentorship honors and awards, quantitative data, comments, or statements of support, from students and alumni regarding the impact of courses/teaching; and/or statement(s) of support from department head or colleagues regarding impact.

b. Mentorship of Undergraduate Students

Describe how the nominee mentors students both in and beyond the classroom (undergraduate research, study abroad, mentoring/advising, extracurricular/co-curricular advising, providing Honors credits, service learning, advising a student organization, service at university events & activities for students, etc.

c. Service and Professional Development Related to Undergraduate Education

- Evidence of participation in department, school/college or university committees related to undergraduate education.
- Evidence of participation in national or international committees or initiatives related to undergraduate education.
- Evidence of professional development activities related to improving teaching and learning inside and/or outside of the university.

d. Scholarship of Teaching and Learning

Describe how the nominee contributes to the scholarship of teaching and learning (sharing their experiences and serving as role models for others).

• Examples might include leadership in institutional change related to teaching and learning, education-related scholarly publications such as academic articles, textbooks, books on pedagogy, invited presentations, and poster sessions.

e. Self-Selected Description or Evidence of Teaching Excellence



The nominee can provide any additional description and/or evidence supporting their nomination that has not already been covered in the narrative.

Page(s) 7+

List of undergraduate courses taught (see Appendix B for template; does not count against page limit, but only include the requested information)

Page limits will be strictly enforced. Extra pages will not 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 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 not including the cover page and appendix table of classes – (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.

Page 0

o Cover page (See general template at end of this packet)

Pages 1-6

Narrative—nominee should provide a narrative describing their journey and philosophy of teaching excellence. This may include:

- Motivations and goals as an educator
- Key innovations or challenges addressed
- Impact on students and learning outcomes

Note: see <u>The Guide for Developing and Documenting Teaching Excellence</u> for guidance and specific examples to be considered as a part of the narrative. Multiple examples may be provided and not all five areas listed need to be addressed, just the ones that are appropriate for the nominee's narrative. To the extent possible, section "a." should specifically address how the nominee exhibits the characteristics of an Experimenter, sections b. and c. the



characteristics of an Exemplar, Enthusiast, and Educator, and section d. the characteristics of an Explorer.

Evidence of Nominee's effectiveness related to the following criteria:

a. Teaching Innovation and Teaching/Community Impact

- Describe an instructional or curricular problem(s) that the nominee solved. Address how the problem was identified, what process/method the nominee took to address the problem, and the evaluation of its impact on student learning.
- Describe the nominee's record of course creation or innovation, engagement program creation or innovation, and/or curricular innovation. Examples may include grants, innovative instructional techniques, use of new technology, interdisciplinary efforts, etc.
- Recognition of teaching excellence, such as teaching or mentorship honors and awards, quantitative data, comments, or statements of support, from students and alumni regarding the impact of courses/teaching; and/or statement(s) of support from department head or colleagues regarding impact.

b. Mentorship of Undergraduate Students

Describe how the nominee mentors students both in and beyond the classroom (undergraduate research, study abroad, mentoring/advising, extracurricular/co-curricular advising, providing Honors credits, service learning, advising a student organization, service at university events & activities for students, etc.

c. Service and Professional Development Related to Undergraduate Education

- Evidence of participation in department, school/college or university committees related to undergraduate education.
- Evidence of participation in national or international committees or initiatives related to undergraduate education.
- Evidence of professional development activities related to improving teaching and learning inside and/or outside of the university.

d. Scholarship of Teaching and Learning

Describe how the nominee contributes to the scholarship of teaching and learning (sharing their experiences and serving as role models for others).

• Examples might include leadership in institutional change related to teaching and learning, education-related scholarly publications such as academic articles, textbooks, books on pedagogy, invited presentations, and poster sessions.

e. Self-Selected Description or Evidence of Teaching Excellence



The nominee can provide any additional description and/or evidence supporting their nomination that has not already been covered in the narrative.

Page(s) 7+

List of undergraduate courses taught (see Appendix B for template; does not count against page limit, but only include the requested information)

Page limits will be strictly enforced. Extra pages will not 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.

Appendix A: 2025-2025 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 2025-2026 [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

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.

nominee's department:

Appendix B: Teaching Tables Template

Describe the specific course or courses you have taught, with an emphasis on those taught more recently (at least the last three years if available). This Appendix does not count toward 6 page limit.

Sem	Course Number (Credit Hours)	Course Title	# Responses/ # Enrolled	The course is well organized.	The assignments aid me in achieving course objectives	The instructor communicates clearly.	The instructor effectively answers students questions.	The instructor seems to care about my learning in the	The instructors makes time to help students.	The instructor is fair in evaluating my performance.	The instructor created an inclusive learning
Fall 2025	AGR	The role of Agriculture	31/35	4.51 (0.21)	4.21 (0.78)						
					,						

Appendix C: Version Updates

- Changes for 2025-2026 Award Year
 - The courses taught Teaching Table template has been updated to reflect the student evaluations questions and the university award requirements.
 - The criteria for the Kohls Teacher, Early Teacher, and Clinical/Lecturer have been updated to reflect the new university nomination templates for the Murphy, Early, and Lecturer.
- Changes for the 2024-2025 Award Year
 - O 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
 - o 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.
 - o General updated cover sheet content and requirements to be consistent with university awards requirements. Template provided in Appendix A.
 - o 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)
 - o Advising Award NEW AWARD follows criteria from similar university awards and from other colleges.
 - o Grad Mentor minor edits