**Procedures for Selecting Recipients of the Purdue University Charles B. Murphy Outstanding Undergraduate Teaching Award**

**Purpose of the Awards**

Outstanding undergraduate teachers demonstrate superior ability in communicating the chosen material to the students and stimulate their desire to master the material. Outstanding teachers also recognize that their teaching responsibility to students does not stop at the classroom door, and therefore, will be ready to aid and motivate students in a counseling and advisory capacity, either formally or informally. The purpose of the Murphy Awards is to honor faculty members for outstanding undergraduate teaching on the West Lafayette campus.

**A. Procedures for Making Nominations**

Nominations will be made by the respective colleges/schools for forwarding to the Selection Committee at a predetermined date. The method of selecting the nominees shall be determined by the respective deans subject only to the following restrictions:

1. Each college’s/school's procedure shall make some explicit provisions for securing representative student judgment in their unit concerning appropriate nominations.

2. The nominee shall have had some primary classroom responsibility for a course of undergraduate instruction during one of the immediately preceding two regular semesters, excluding the summer session.

3. A nomination not to exceed six pages (8½ x 11) shall be prepared for each nominee. It is recommended that the nomination consist of a written brief addressing the criteria for the award followed by additional pages of supporting materials (evaluations, statement of teaching philosophy, student statements, etc.). However, at the discretion of the nominator, a blending of the brief and the supporting materials may be used as long as the document does not exceed six pages. Additional materials beyond six pages will be removed and not considered. All nominations should have at least one inch margins, use a Times New Roman font, and have a font size of not less than 12 pt.

4. Previous recipients of this award are not eligible for nomination. However, colleges/schools should feel free to resubmit nominations which were made previously, but did not receive an award.
5. On the basis of estimated faculty involvement in undergraduate teaching, the permissible number of nominees from each area will be as follows:

- One (1) Consumer and Family Sciences
- One (1) Education
- One (1) Management
- One (1) Pharmacy, Nursing and Health Sciences
- One (1) Veterinary Medicine
- One (1) Libraries
- Two (2) Agriculture
- Three (3) Technology
- Four (4) Engineering
- Four (4) Liberal Arts
- Four (4) Science

6. Twenty-five copies of nominations from the deans of the respective colleges/schools should be presented to the Office of the Provost (Hovde Hall, Room 100) for forwarding to the Selection Committee by 5:00 p.m., Monday, February 1, 2010.

B. Structure of Brief

1. Name of nominee, rank, department and date of initial appointment to the faculty, (should appear as first item in the document).

2. Name of college/school submitting nomination and statement of the procedure used in choosing the nominee.

3. List of undergraduate courses taught (number and title) with dates and number of students enrolled in courses; e.g., CDFS 318, Developmental Assessment - second semester, 2001-02, 30 students enrolled.

4. Nominee's effectiveness to be judged on the following criteria:
   a. Instructional effectiveness
   b. Course instruction improvement and innovation
   c. Contact with students outside the classroom (e.g. academic advising, advising a student organization, etc.)
   d. Service as a research mentor for undergraduate students outside of normal classroom activity
   e. Participation in college/school or university committees related to undergraduate education.

Give sufficient evidence on each of the above points so that members of the selection committee, many of whom will not be personally acquainted with the candidate's abilities, may make an informed judgment. Colleges/schools are encouraged to include information related to course and instructor evaluations.
5. Nominee’s professional activities directly related to undergraduate education.
6. Teaching honors and awards received by nominee.

C. Selection Committee

1. The Provost, acting for the President, shall appoint a Committee to make the final selection of the recipients for an award from the nominations submitted to them.

2. The Committee shall be chaired by the Provost, or her/his designee.

3. The Committee shall be made up of one faculty member and one student from each of the ten academic colleges/schools of the University. The faculty member shall have had undergraduate classroom experience.

4. The name of the faculty representative chosen to serve on the final Selection Committee should be forwarded by each college/school to Dr. Christine M. Ladisch, Vice Provost, Hovde Hall, Room 100, by Friday, January 8, 2010. The President of the Student Body will nominate the student members to serve on the Selection Committee.

5. The Committee shall make its selection, based upon the briefs presented to them, at a meeting on Saturday, March 6, 2010, in Stewart Center, Room 218B at 8:30 a.m.

D. Presentation of Awards

President Córdova will present the awards to each recipient at the University Honors Convocation on Sunday, April 18, 2010 at 1:00 pm in Elliott Hall of Music. Award recipients will receive a certificate, a $10,000 award (before taxes), and a $5,000 professional expenditure account.