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College of Arts and Sciences
Office of the Dean
Lake Shore Campus | 1032 W. Sheridan Road | Chicago, Illinois 60660
Phone 773.508.3500 | Fax 773.508.3514

January 30, 2012

Dr. Robert Morrison
Psychology Department
Coffey Hall, LSC

Dear Dr. Morrison:

Congratulations! You have been nominated to receive a Sujack Award for Teaching Excellence in the College of Arts and Sciences. The Edwin T. and Vivijeanne F. Sujack Awards have been established to recognize two full-time faculty members each year for their outstanding teaching of undergraduate students. Each faculty member will be presented with a plaque and a cash award of $1,500. Each faculty member's department will receive $1,000 to be used in support of activities that will enhance teaching at the department level. Finalists not selected as Sujack winners will be named Master Teachers.

In addition, Sujack awardees will serve as part of a special advisory committee to the Dean that will actively explore ways of enhancing teaching excellence in the College. The Sujack Award Committee also is notifying your department chair of your nomination. On behalf of the Sujack Award Selection Committee, let me once again congratulate you.

The Sujack Award Committee requests that you submit the following items to the Committee:

- A copy of your curriculum vitae (including academic history, publications, research record, teaching workshops offered and attended and service activities both at Loyola and to the discipline. If you publish or present with undergraduate students, please bold the students' names in the citations.

- A <u>one-page, single-spaced</u> statement of your teaching philosophy with emphasis on your undergraduate teaching. Please use standard one-inch margins.

- A list of all the courses you have taught over the past three years (2009-2011) with total number of students enrolled in the course, TCE rating scores for the class and for the instructor with clarification regarding the scale being used. A **summary** of your Teacher-Course Evaluations from the past <u>three</u> years including student comments and summary numerical evaluations for each course taught.

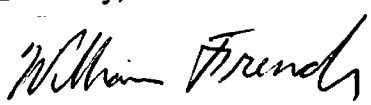
- A list of supervised independent studies and honors theses.

- A summary of any extra-curricular work you have done with undergraduate students during the past three years (2009-2011), including undergraduate student research projects (e.g., Mulcahy) supervised, voluntary projects in the community organized with students, teach-ins offered at Loyola, service as Advisor to student clubs, etc.

Please follow these instructions carefully. Any additional material will be returned to you.

Please ensure that Cheryl Sporlein (CAS Dean's Office, Sullivan Center 235, LSC) receives your materials by **Friday, February 10**. Sujack award finalists will be notified and asked to submit a more extensive teaching portfolio. Sujack Award recipients will be announced in April along with information about the Sujack Awards Reception.

Sincerely,



William French, Ph.D.
Chair, Sujack Award Selection Committee
Professor, Theology Department

WF/cs

cc: Dr. James Larson