Northwestern | Council on Language Instruction

Council on Language Instruction

Excellence in Language Teaching Award

Application Dossier Guidelines

Nominations due by **Monday, January 11, 2027**

Complete application dossier due by **Monday, March 1st, 2027**

Northwestern University - Council on Language Instruction's
Excellence in Language Teaching Award

The Council on Language Instruction (CLI) seeks nominations for its *Excellence in Language Teaching Award*. The recipient of this award will receive $2,000 as an award, will be recognized by the Dean of Weinberg at the College award luncheon, and agrees to conduct an invited presentation or workshop at a CLI-sponsored event.

Overview of Nomination Process

- Applicants are typically nominated **by a colleague in the same department or program.** Self-nominations are also encouraged. In this case, the award committee can help identify mentors for the nomination process, if necessary.
- Nominators will write a nomination letter to be submitted with the complete dossier. They should also review the candidate's teaching philosophy and CV and assemble the required letters of support and additional materials before final submission of the complete application.
- Nominators can seek help from other colleagues to assemble the candidate's dossier, but one person should be responsible for the final submission and serve as main point of reference through the nomination process.
- **Nominators should send the name of the colleague they would like to nominate for the award to the chair of the Award Committee (Daniela Pozzi Pavan at d-pavan@northwestern.edu) by Monday, January 11, 2027.**

Eligibility

- Nominees must be a member of the language faculty (full-time, part-time, CLF, adjunct, etc.) or faculty in English Language Programs at Northwestern. **Faculty members who have won a Weinberg College or NU teaching award in the past six years are ineligible for this award.**
- Nominees must have a minimum of three years of service in their position at Northwestern.
- Applicants who were not selected in previous years are strongly encouraged to reapply.

Submission of Dossier

- The nominator/mentor should collect all of the nomination materials and upload them to a designated folder provided by the chair of the CLI Teaching Award Committee. More details will be provided when nominations are received.

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- **The <u>complete dossier</u> is due at 5 pm on Monday, March 1, 2027.**

Nomination Materials

The complete application dossier, which should be assembled and submitted by the nominator by March 1, 2027, should include:

- **A Letter from the Nominator** that highlights the candidate's contributions to teaching at Northwestern. Teaching is understood both narrowly to include activities within the classroom and also more broadly to include contributions to the department, college, university, and broader professional community. *(page limit: no more than 2 pages)*
- **Departmental Letter of Support**: The chair or a representative appointed by the chair provides a letter of support for the application. *(page limit: no more than 2 pages)*
- **Statement of Teaching Philosophy and Achievements** from the nominee setting forth her or his goals as a teacher and including activities relevant to teaching. These may include, but are not limited to, the items listed below. *(page limit: no more than 3 pages)*
    - Service to nominee's language program, coordination, special activities, etc.
    - Evidence of interest in continued scholarly development (e.g., pedagogical or otherwise relevant).
    - Mentoring of colleagues, undergraduate and/or graduate students.
    - On-campus activities (e.g., organization of special events, participation in residential college activities, or participation in student organizations).
    - Service to the language community at large and the broader professional community.
    - Involvement with other relevant Northwestern offices (e.g., Global Learning Office, Office of Fellowships, Buffett Institute for Global Affairs, Alice Kaplan Institute for the Humanities, etc.)
- **A complete, updated Curriculum Vitae**
- **Student Letters of Support**: The nominator should solicit letters of support from no fewer than 2 students of the nominee (or recent graduates), and no more than 3. Please upload letters in their entirety; if received as an email, please copy and paste the entire email with signature into an electronic document and save as a pdf file. The letter should include which courses were taken with the nominee, and when. Letters should address the following questions:
    - What made your learning experience successful?
    - What are the instructor's strengths?
    - How did this instructor impact your Northwestern experience?
- **CTEC statistical summaries and summaries of comments** ("NU CTEC Instructor Reports"; landscape format) for all the courses taught by the candidate during the last 2 years. Please combine these into a single pdf file.
- **Optional Materials:** the committee welcomes the submission of other supporting materials that reflect the achievements of the candidate. These may include mid-term and final evaluations the candidate has designed and collected from the students enrolled in her/his classes over the last 2 years (to be submitted with the <u>exact</u> number of students enrolled in each class).

Dossier Checklist

Please upload all materials to the designated OneDrive folder using the naming conventions listed below. Files should be submitted in pdf format.

- ❑ <u>Nominator Letter</u> (no more than 2 pages): [Nominee Surname]_nominator letter.pdf

- ❑ Departmental Letter of Support (no more than 2 pages): [Nominee Surname]_department letter.pdf
  Statement of Teaching Philosophy and Achievements (no more than 3 pages): [Nominee Surname]_teaching philosophy.pdf
- ❑ Student Letters of Support: [Nominee Surname]_student letter1.pdf, [Nominee Surname]_student letter2.pdf, etc.
- ❑ CTEC Statistical Summaries and Summaries of Comments (combined into single document): [Nominee Surname]_CTEC Summaries.pdf
- ❑ Curriculum Vitae: [Nominee Surname]_cv.pdf
- ❑ Optional Materials: [Nominee Surname]_optional materials.pdf

Review Process & Notification

- The CLI Excellence in Language Teaching Award Committee is composed of language faculty who are past recipients of this award, as well as past recipients of Weinberg College and Northwestern teaching awards. The committee selects one winner (one award per year) and sends its recommendation to Weinberg College.
- The committee will notify the applicants by the end of March. In addition to the award recipient's recognition at the Weinberg College awards luncheon, there will be an official presentation of the award at the CLI's final meeting.
- Questions should be directed to the CLI Teaching Award Committee Chair: Daniela Pozzi Pavan (**d-pavan@northwestern.edu**).