

FCTL Teaching Excellence Award

Guidelines for Compiling your Application Packet

The FCTL Teaching Excellence Award recognizes outstanding faculty who have demonstrated exemplary success in facilitating student learning and success at Missouri State University. All applications will be peer reviewed by the FCTL Faculty Advisory Council, which is made up of faculty representatives from each of the colleges.

Faculty applying for this award must have a minimum of one year of teaching experience at Missouri State and are currently teaching in the classroom or online. It is recommended that evidence presented in your packet is representative of more than one semester.

Reviewers are looking for a scholarly commitment to teaching and how it relates to pedagogy and student learning. Examples of teaching activities you might think about including in your application are:

- Use of innovative and effective pedagogical practices
- Creative and effect use of instructional technology (e.g., Artificial Intelligence, Brightspace, etc.)
- Engagement in the Scholarship of Teaching and Learning (SoTL)
- Integration between teaching and the university's public affairs mission

To ensure that applicants provide comparable materials in a format that facilitates an equitable review process, application packets should follow the outline provided and be submitted as a single PDF document that is accessible with proper heading structure.

Award Application Packet Format

1. Cover Page

- Use the cover page template that is provided on the award webpage.

2. Statement of Teaching Philosophy (no more than 500 words)

- This should articulate your core beliefs, values, and goals about teaching and learning.

3. Statement of Teaching Practices (no more than 1,500 words)

- This section should describe specific teaching or teaching-related activities that demonstrate:
 - How you applied a **learning-focused approach to the primary roles of teaching** that are aligned with your teaching philosophy.

- How you demonstrated an **exemplary commitment toward students and student success** that are aligned with your teaching philosophy.
 - How you demonstrated a **sustained commitment to reflective practice and continuous improvement as a teacher** that are aligned with your teaching philosophy.
 - Use appropriate sub-headings to organize your narrative.
- 4. Evidence of Student Learning (no more than 1,000 words)**
- This section should describe evidence of student learning as a result of your teaching or teaching-related efforts.
 - Written descriptions and graphical displays can both be used to present evidence, but it is important to not exceed the suggested word count.
- 5. Summary of Student Evaluation Results (no more than 1,000 words)**
- Provide a summary of quantitative student evaluation results from the prior two years.
 - Students' qualitative comments may also be included but are not required for this section.
- 6. Appendix or Addendum (no more than 500 words)**
- This section is optional – but where you might include additional student data, screenshots of instructional technology use, link to short video demonstrating teaching practice (less than 5 min), statement of support letter(s), documentation of classroom observation, list of courses taught during the past 1-3 years, list of publications, etc.
 - It is important to not exceed the suggested word count.

Additional Notes

To enhance readability of your Application Packet please format heading styles (essential for accessibility), use standard fonts that are no smaller than 11- or 12-point, one-inch margins, and 1.5 or other multiple line spacing (not single-spaced).

Questions

Questions on preparing your Application Packet can be sent to fctl@missouristate.edu.