

Instructions for Nomination for the Allegheny Mountain Section Award for Distinguished College or University Teaching of Mathematics

Demonstration of Evidence of Extraordinary Success in Teaching

A nomination for this award should consist only of the materials requested below, and should not include any other materials such as curricula vitae or other items. Please prepare all application materials on one side only of 8.5 x 11 inch paper, with a type size no smaller than 12 points (pica).

A complete application packet should contain the following items:

Nomination Form: The completed Nomination Form should be the first page of the application.

Narrative: Please describe the nominee's extraordinary success in teaching by providing a narrative of the nominee's background, experience, teaching style, special contributions, other teaching awards, and any additional evidence of the nominee's unusual achievements in teaching. Please limit this portion to no more than five double spaced pages.

Additional Documentation: Please submit no more than three pages of evidence to document the nominee's extraordinary teaching success. This documentation will vary greatly from institution to institution but may include summaries of peer or student evaluations, comments on teaching, possible increases in numbers of undergraduate or graduate degrees given in mathematics (with clear evidence of the nominee's substantial responsibility for them), possible student successes in mathematics competitions (with clear evidence of the nominee's substantial responsibility for them), etc. Nominators should bear in mind that the National Selection Committee might view a nomination more positively if it is accompanied not just by carefully chosen testimonials from a few selected students and faculty, though they are, of course, welcome, but also by some unfiltered input that is more representative of the whole spectrum of opinion among students and faculty about the nominee.

Letters of Recommendation: Please include no more than five letters of recommendation, each of no more than one page in length, as follows:

Two letters from the nominee's present or former students

Two letters from the nominee's colleagues (one of whom could be the department chair)

One additional letter from anyone qualified to comment on the nominee's extraordinary teaching success