Council on Language Instruction

Excellence in Foreign Language Teaching Award

Application Dossier Guidelines

Nominations due by Friday, January 24, 2020

Complete application dossier due by Monday, March 16, 2020

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

The Council on Language Instruction (CLI) seeks nominations for its Excellence in Foreign 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 (Erin Leddon e-mcmahon@northwestern.edu) by Friday, January 24, 2020.

Eligibility

- Nominees must be a member of the foreign 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 submit them in one submission as a single pdf. Please include the following information in the subject line: CLI Award – [name of applicant].
Please send the complete dossier to the chair of the CLI Teaching Award Committee (Erin Leddon e-mcmahon@northwestern.edu) by Monday, March 16, 2020.

Nomination Materials

The complete application dossier, which should be assembled and submitted by the nominator by March 16, 2020, 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.

- **Departmental Letter of Support**: The chair or a representative appointed by the chair provides a letter of support for the application.

- **Statement of Teaching Philosophy and Achievements** from the nominee setting forth her or his goals as a teacher and including activities relevant to teaching, which may include, but are not limited to:
  - 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 Northwestern relevant offices (e.g., Study Abroad, Office of Fellowships, Office of IPD, GESI, Buffett Institute, Kaplan Humanities Institute, etc.)

- **A complete, updated Curriculum Vitae**.

- **Supporting Letters** from not fewer than two (2) students or recent graduates.

- **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.

- **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 exact number of students enrolled in each class).

Review Process & Notification

- The CLI Excellence in Foreign 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 April. 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: Erin Leddon (e-mcmahon@northwestern.edu).