

INSTRUCTIONS FOR THE CATERPILLAR INC.
FACULTY ACHIEVEMENT AWARDS

1. Nominations for the Caterpillar Inc. Faculty Achievement Awards will be accepted from anyone except the nominees themselves. The chair should be provided with the names of the persons in his/her department being nominated.

Forms are available online at <https://www.bradley.edu/offices/academic/provost/awards/>.

2. Eligibility requirements
Each nominee must:
 - a. be a full-time faculty member
 - b. hold a tenure track position
 - c. not have been granted tenure at the time of the award (October 2024)
3. Attached to this cover sheet are the guidelines that describe the characteristics of teaching and scholarship or creative production that these awards are designed to recognize.
4. Nominating forms
 - a. A separate sheet is provided for each category of outstanding performance as described in the attached guidelines and available online. Please supply on each sheet a paragraph (typed, double-spaced) illustrating the way(s) in which your nominee exemplifies the characteristics of each particular category.
 - b. Be specific in your illustrations and provide data where available. Avoid mere affirmation, generalization, and hyperbole.
 - c. These awards are intended to recognize achievement in teaching or scholarship/creative production during the individual's years at Bradley University.
 - d. Be sure your nominee's name appears on each sheet.
5. Supplemental information about nominee
 - a. A current curriculum vitae should be attached to the nominating forms.
 - b. No more than three letters of support from colleagues and peers and no more than three letters from students should be attached to the nominating forms. Additional letters of support will not be accepted.
 - c. Additional information is not requested or required.
6. When you have completed your nomination form, please submit one electronic copy in word format to mmkelly@bradley.edu and one hard copy to the Office of the Provost and Vice President for Academic Affairs in Swords Hall, Room 205. The deadline is **April 8, 2024.**

GUIDELINES FOR THE CATERPILLAR INC.
FACULTY ACHIEVEMENT AWARDS

The Caterpillar Inc. Faculty Achievement Awards are designed to recognize outstanding faculty, new to Bradley University, for their achievements. Nominees must hold a full-time, tenure-track appointment, but not have been granted or attained tenure status. One award recognizes TEACHING and one SCHOLARSHIP. Recipients each receive a cash award of \$1,500. These awards replace the Burlington Northern Foundation Program established in 1984.

To receive the award for TEACHING, a faculty member must have demonstrated, since joining Bradley as a tenure-track faculty member, unusually significant and meritorious achievement in teaching as evidenced by:

- Unusual effort devoted to ensuring the quality of the students' classroom learning experience
- Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to those standards
- Available measures of the faculty member's direct impact upon and involvement with students
- The quality of relevant information submitted by current and former students, including any teacher evaluation forms

To receive the award for SCHOLARSHIP, a faculty member must have demonstrated, since joining Bradley as a tenure-track faculty member, a record of unusually significant and meritorious achievement in professional scholarship as evidenced by:

- A record of exceptional peer-reviewed research and/or creative production recognized for excellence according to the highest standards of the nominee's discipline

Documentation should show specifically the way in which your nominee exemplifies the requirements of either the teaching or scholarship award.

The nominations will be reviewed by the Council of Academic Deans and the Provost who will make a recommendation to the President. Announcement of the award recipients will be made at the Founder's Day ceremony in October 2024.

**CATERPILLAR INC. FACULTY ACHIEVEMENT AWARD
FOR TEACHING
NOMINATION FORM**

The name of _____ is placed in nomination for the 2024 Caterpillar Inc. Faculty Achievement Award for TEACHING. This nomination is supported in detail on the attached sheets.

Submitted by _____

Academic Rank _____

Or

Student rank _____

Date _____

Date received in
Provost's Office _____

Instructions: Original documentation should be typed, double-spaced. Be specific in your illustrations, avoiding mere affirmation or generalization. Be sure your nominee's name appears on each sheet of documentation which you submit. Return the form and documentation electronically in word format to mmkelly@bradley.edu and hard copy to 205 Swords.

For Administrative Use Only

Academic Rank _____

Year of initial appointment _____

Tenure: Yes () No ()

**CATERPILLAR INC. FACULTY ACHIEVEMENT AWARD
FOR SCHOLARSHIP
NOMINATION FORM**

The name of _____ is placed in nomination for the 2024 Caterpillar Inc. Faculty Achievement Award for SCHOLARSHIP. This nomination is supported in detail on the attached sheets.

Submitted by _____

Academic Rank _____

Or

Student rank _____

Date _____

Date received in
Provost's Office _____

Instructions: Original documentation should be typed, double-spaced. Be specific in your illustrations, avoiding mere affirmation or generalization. Be sure your nominee's name appears on each sheet of documentation which you submit. Return the form and documentation electronically in word format to mmkelly@bradley.edu and hard copy to 205 Swords.

For Administrative Use Only

Academic Rank _____

Year of initial appointment _____

Tenure: Yes () No ()

FOR TEACHING

1. Unusual effort devoted to ensuring the quality of the students' classroom learning experience

FOR TEACHING

2. Possession of high scholarly standards for both the rigor and currency of course content and for the level of student performance with respect to those standards

FOR TEACHING

3. Available measures of the faculty member's direct impact upon and involvement with students

FOR TEACHING

4. The quality of relevant information submitted by current and former students, including any teacher evaluation forms

FOR SCHOLARSHIP

- A record of exceptional peer-reviewed research and/or creative production recognized for excellence according to the highest standards of the nominee's discipline