

INSTRUCTIONS FOR THE PUTNAM AWARD NOMINATION

In 1957 Charles M. Putnam, Jr., established the Putnam Award for Excellence in Teaching. It is designed to recognize an exceptional teacher each year and, at the same time, reinforce Bradley's commitment to this primary function as an outstanding university. An honorarium accompanies the award. The following guidelines should be followed for nominations.

1. Nominations for the Putnam Award will be accepted from anyone. However, persons may not nominate themselves. Nominees from previous years are eligible but they must be nominated again. The chair should be given 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. Nomination for such an award may be made for a full-time faculty member of Bradley University who meets the following requirements: the nominee must...
 - a. hold the academic rank of associate professor or full professor
 - b. have been a full-time member of the Bradley faculty for three years
 - c. not currently be a dean of a college
3. Attached to this cover sheet is an outline of the characteristics of an outstanding teacher. These characteristics are grouped into five categories of teacher ability: scholarship, class planning, communications, evaluation, and personal relations.
4. Nominating forms:
 - a. A separate sheet is provided for each category of outstanding teaching described in the attachment and available online. Please supply on each sheet a paragraph of not more than 200 words (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. The strength of your nomination will rest on the clear illustration of your nominee's strength in each category.
 - c. 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. A **maximum** of **three** letters of support from colleagues and peers **and 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. However, materials that provide direct and significant information that support but are not available from or apparent in the nominating forms and supporting documents listed above may be submitted.
6. When you have completed your nomination form, please submit either a hard copy to the Office of the Provost and vice President for Academic Affairs in Swords Hall, Room 205, or submit an electronic copy in word format to mmkelly@bradley.edu. The deadline is **April 7, 2025**.

THE OUTSTANDING TEACHER EXCELS IN:

- I. Scholarship - as evidenced by:
 - A. Knowledge of the subject area
 - B. Knowledge of fields related to the subject area
 - C. Breadth of knowledge (general knowledge)
 - D. Professional development and achievement

- II. Class Planning – as evidenced by:
 - A. The ability to organize material during pre-class preparation
 - B. Clear-cut course objectives and allowance for addition of student objectives to the course
 - C. Assignments that are:
 1. Meaningful
 2. Related to course objectives
 3. Considerate of student time and total load
 4. Thoroughly understood by students in terms of both purpose and method

- III. Communication, subsuming:
 - A. Facility in speaking and discussion techniques – as evidenced by:
 1. The ability to communicate the subject matter in a meaningful manner
 2. An impartial insistence upon meaningful expression on the part of the student
 3. The ability to organize material in the development of ideas during class discussion
 4. The use of imaginative teaching methods
 - B. An ability to stimulate students – as evidenced by:
 1. The encouragement of student participation in class activities within the broad confines of class objectives and content
 2. A willingness to encourage and discuss viewpoints which differ from his or her own ideas
 3. Where practicable, an application of content to current events and real problems
 4. The ability to make the student think. The ability to induce and channel creativity in the student.

- IV. Evaluation - as evidenced by:
 - A. A reasonable number of test and assignments to get a full picture of student abilities
 - B. Tests that correspond to course objectives
 - C. Student understanding of the methods and standards of evaluation and the position of them in class
 - D. Giving equal weight to insight as well as knowledge in evaluating learning

V. Personal relations, subsuming:

A. Good personal traits – as evidenced by:

1. A sense of humor consistent with dignity inherent in the profession
2. Enthusiasm that is obvious, but not rehearsed
3. Being generous rather than restricted and critical, in appraisal of motives and behavior of other persons
4. Consistency in personality
5. Demonstrating the quality of humility

B. Good interaction traits – as evidenced by:

1. Being readily available to students
2. Approachability in matters concerning the class or in matters outside the class
3. Respect by students, colleagues and administration for constructive questioning and loyal participation in the democratic processes of the institution, its activities and policies

PUTNAM AWARD NOMINATION BALLOT

The name of _____ is placed
in nomination for the 2025 Putnam Award. This nomination is supported in
detail on the attached sheets.

Submitted by _____

Academic Rank _____

Or

Student rank _____

Date _____

**Date received in
Provost's Office** _____

For Administrative Use Only

Academic Rank _____

Year of initial appointment _____

Tenure: Yes () No ()

Degrees earned:

Degree	Institution	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Category I – Scholarship

Nominee _____

Submitted by _____

Category II – Class Planning

Nominee _____

Submitted by _____

Category III - Communications

Nominee _____

Submitted by _____

Category IV - Evaluation

Nominee _____

Submitted by _____

Category V – Personal Relations

Nominee _____

Submitted by _____