Jack and Marty Rossmann Excellence in Teaching Award
Nomination Information

Who is eligible for nomination?
- Both tenured and non-tenured faculty members may be nominated.
- Nominees must have completed at least eight years of teaching at Macalester at the time of their nomination.
- Previous recipients of this award, the Burlington-Northern Award, or the Sears Award are not eligible. A list can be found on the Rossmann Award website.

What criteria will be considered in selecting the winner?
- Teaching: instructing in classes, seminars, and laboratories;
- Supervising individual activities: internships, service-learning experiences, performances, exhibitions, and independent study;
- Activities related to teaching:
  - Advising – including course and major selection, career plans, and personal development;
  - Academic program development – including the planning, design, or development of courses or curriculum;
  - Educational leadership – including the development of innovations of any kind and at any level that constitute leadership and contribute substantially to undergraduate education.
- Generally, teaching activities will play the most prominent role in consideration since this award honors the teacher who inspires students to learn.

When are nominations taken?
- A call for nominations will go out early in the spring semester in the Mac Daily, and will also be distributed via the faculty and student email announcement lists.

What comprises a completed nomination?
- A letter of nomination signed by a current Macalester faculty member, or a current student and a current faculty member;
- One to three letters of support from Macalester faculty and/or staff members that include specific evidence of the nominee’s excellence in teaching;
- Three to seven letters of support from current students and/or alumni.

How do I submit a nomination?
- Materials should be submitted electronically to Ann Kraker in the Provost’s office. (akraker@macalester.edu)
  - Please send all materials as separate Word or PDF documents.
  - The 2020 deadline for materials is 5:00 pm on Monday, March 2, 2020.

Who selects the recipient?
- A subcommittee of SPA (Strategic Planning and Analysis Committee) screens nominations and selects the recipient, in consultation with the Provost.

When is the Rossmann winner announced?
- The Jack and Marty Rossmann Award is given out at the spring Faculty and Staff Appreciation Lunch.