Betsy McCall
Business Foundations

December 13, 2018

Dear Professor McCall,

We are delighted to inform you that you have been nominated for a 2019 George Mason University Adjunct Faculty Teaching Excellence Award. This award specifically recognizes an outstanding adjunct faculty member for their educational contributions to enhancing student learning at the university.

In order to be eligible for this award, you must be currently teaching a course or have taught at least one course during the past (2017-2018) academic year and also have at least six semesters of teaching experience at Mason. Semesters of teaching do not need to be consecutive to meet eligibility requirements.

Nominees who wish to be considered for this award are asked to submit a Teaching Portfolio based around a course case study, as outlined in the Portfolio Guidelines and Criteria(http://stearnscenter.gmu.edu/wp-content/uploads/17-Adjunct-Faculty-TEA-Guidelines-Criteria-Website.pdf). There are a number of resources at the Stearns Center that might be useful to you in your preparations. We encourage you to visit our website at stearnscenter.gmu.edu for suggestions on developing a teaching portfolio. You can find suggestions for preparing these documents athttps://stearnscenter.gmu.edu/page-2/general-teaching-resources/documenting-your-teaching/.

If you meet our eligibility requirements and wish to proceed with your nomination, please email stearns@gmu.edu by January 16, 2019, to confirm your intent.

We have uploaded a small sample of teaching portfolios available for your perusal online at https://goo.gl/qJaNzE. Of course, Stearns Center staff would be happy to talk with you as you develop your submission materials. This year, we are also offering a limited number of 30-minute Portfolio Consultations with one of our previous award winners in January and February; more information and a link to a sign-up schedule will be sent in January.

Please keep in mind that your submissions will be read by faculty from a variety of disciplines, so be sure that your language and descriptions are written with non-specialists in mind.

The timetable for the process is as follows:

Monday, February 11, 2019	Portfolios due to Stearns Center by 5:00pm

March 2019   Award winner selected by the end of the month
Monday, April 15, 2019   Announcement and Celebration of Teaching Excellence

We encourage you to submit an electronic portfolio, as a PDF or (especially for Mac users) MS Word document; please see our guide at (http://stearnscenter.gmu.edu/wp-content/uploads/18-Guidelines-on-compiling-an-online-portfolio.pdf). If you prefer to submit a paper portfolio, binders for your portfolio will be provided—please indicate a campus mail stop at which to deliver, or stop by the Stearns Center (Innovation Hall 412) any time after January 9 for pick-up. We also will be using your official Mason email address for communication throughout the selection process—please be sure to check it regularly.

If you have questions as you proceed, please feel free to contact Shelley (ereid1@gmu.edu, 3-8652) or Ashleen Gayda, Stearns Center's program coordinator (stearns@gmu.edu, 3-5161).

We shall look forward to receiving your submission materials. It is a great honor to have been nominated by your students and colleagues. Congratulations and thank you for your commitment to educational excellence.

Sincerely,

E. Shelley Reid, on behalf of the Teaching Excellence Awards Selection Committee
Director for Teaching Excellence, Stearns Center for Teaching and Learning