Application packets are submitted online at:
https://www.creighton.edu/aea/distinguishededucatorinteachingasscholarshipaward/nominate/

Log into application with NetID and Blue Password.
• If submitting application on behalf of yourself, continue with steps 1-5.
• If nominating a faculty member, you will be asked faculty nominee’s NetID, name, department, phone and email. Click Nominate button.

A complete application packet will include: (Application font and type size are preset.)

1. **Nomination Letter** summarizing the nominee’s distinguished educator qualifications.  
   *(Maximum 9600 characters.)*

2. **Personal Statement** detailing one’s teaching philosophy and how it has resulted in a body of work that is recognized and acknowledged.  
   *(Maximum 24,000 characters. Note: One’s curriculum vitae is not considered a personal statement.)*

To accomplish this, the personal statement should include specifics in the form of narrative reflections and, as appropriate, supplemental material regarding:

3. **Contributions to Teaching:**  
   *(Complete all relevant sections. Must complete at least one section. Each section maximum 6000 characters.)*  
   • Effectiveness in undergraduate, professional and graduate instruction (Please do not include copies of teaching evaluations from peers, student letters or student ratings of teaching);  
   • Curriculum development and innovation;  
   • Awards and recognitions for excellence in teaching;  
   • Evidence of active teaching including service on educational committees, participation in national meetings, teachers’ seminars and workshops.

4. **Teaching as Scholarly Research**--A consistent and active involvement as an educator scholar in one’s discipline resulting in a body of work as evidenced by:  
   *(Complete all relevant sections. Must complete at least one section. Each section maximum of 6000 characters.)*  
   • Publications, in the area of instructional methodology, pedagogy, student learning, student assessment, programmatic assessment, or related educational focus;  
   • Presentations, evidence of dissemination of one’s work that extends through sharing of knowledge, organization of conferences, symposiums, seminars, exhibits, cultural activities, town-hall meetings and other informational and educational functions that contributes to an outreach to both the professional and lay public;  
   • Current work-in-progress;  
   • Citation/Index as related to publications.

5. **Letters of Support [Up to Three]** that can provide evidence on how the nominee’s body of work has impacted teaching and learning in his/her discipline and other related disciplines, or the lay public and other stakeholders.  
   *(Each letter maximum 4800 characters.)*

**APPLICATION:**
The application is considered “open” for edits/changes until the December 22, 2014 application deadline. Save the application following initial application information and following any edits/changes.