To: Department Chairs and Heads

From: Gabriela Weaver, Vice Provost for Faculty Development and Director, Institute for Teaching Excellence and Faculty Development

CC: Deans

Re: Lilly Fellowship Program for Teaching Excellence – Accepting Nominations

Date: November 2, 2016

The Institute for Teaching Excellence and Faculty Development (TEFD) and the Office of the Chancellor welcome nominations from department chairs and heads for the 2017-18 Lilly Fellowship for Teaching Excellence. The purpose of this program is to enable promising early-career faculty to develop and expand their expertise in teaching while pursuing the scholarly activity expected of faculty at a major research university. Lilly Fellows will also share their growing expertise with colleagues at the departmental, school/college, and campus-wide levels to ensure that the benefits of this premier program reach and support the greater UMass teaching community.

Eligibility Criteria
TEFD is soliciting nominations of faculty members who meet the following criteria when the fellowship year begins in August 2017:

- Full-time tenure track position (or tenured for no more than one calendar year)
- At least two full semesters of teaching experience at UMass Amherst
- Demonstrates considerable promise in teaching and research
- Shows strong interest in undergraduate student success and developing innovative teaching skills
- Potential for making a positive impact on the teaching culture in the home department, school/college, and broader campus community

Nomination Process
The chair/head completes the attached nomination form for each nominee from her or his department. A maximum of two nominations are allowed from each department, and must be signed by the dean. The chair/head and dean agree that they will be able to provide a 1-course release during the 2017-18 academic year, or an alternative arrangement that will allow equivalent time in the faculty member’s schedule to engage fully in the activities of the program. We also request that the applicant and chair disclose possible semester(s) away from campus that would limit Lilly Fellowship availability. Fellowship nominees from previous years are welcome to reapply. Those who have previously been a Lilly Fellow may not reapply.

A selection committee comprised of former fellows and TEFD staff will review nomination packages. Pending the volume of nominations, the selection committee may request in-person interviews with finalists only. Fellows will be selected by mid-March 2017.
Fellowship Components
During the 2017-18 academic year, Lilly Fellows will:

- Attend regular cohort meetings every 2 weeks, with readings and assignments in between (approximately 2-3 hours of work between meetings).
- Design or substantially redesign a course, which will include developing a new syllabus, learning objectives, assessments, course materials, and activities.
- Develop a proposal for a teaching development workshop at the departmental, school/college, or campus-wide level, which the fellow will give the following year.
- Complete a portfolio that includes reflection essays and baseline teaching and learning data.
- Participate in evaluation activities that measure the effect of the program on both the fellows’ teaching and the new or redesigned course.

Fellowship Compensation
The UMass administration and TEFD staff understand that the Lilly Fellowship will be a rewarding but rigorous experience. Therefore, TEFD and the Office of the Chancellor will provide the following in recognition of the substantial commitment necessary to participate in this program:

- A $7,000 grant to the fellow’s department to be used toward the cost of one course release during the fellowship year. Nominations must include agreement by the department chair/head and dean that such a release can be arranged, or an alternative accommodation for equivalent time can be provided.
- A $7,000 transfer to the fellow’s research trust fund after successful completion of all academic year fellowship components. At least half of these funds are intended to go toward support of ongoing course development activities during the summer, such as summer salary, student support, and books and supplies.

Questions
For more information, please visit the updated Lilly Fellowship for Teaching Excellence website at http://www.umass.edu/ctfd/teaching/lilly.shtml. If you have any questions, please contact Brian Baldi at the Institute for Teaching Excellence and Faculty Development at 545-5064 or bbaldi@umass.edu.
LILLY FELLOWSHIP FOR TEACHING EXCELLENCE
NOMINATION FORM – TO BE COMPLETED BY THE CHAIR/HEAD

Complete Nomination Packages due from the department to their dean no later than:
Tuesday, December 13, 2016, 5 PM Eastern

Complete Nomination Packages due to TEFD from each college no later than:
Friday, January 13, 2017, 5 PM Eastern

NOMINEE INFORMATION

Name of Nominee ___________________________ Department ___________________________ Email Address ___________________________ Phone Ext. ___________________________

Nominee’s Chair/Head ___________________________ Signature of Chair/Head ___________________________ Chair/Head’s Email Address ___________________________ Phone Ext. ___________________________

Nominee’s Dean ___________________________ Signature of Dean ___________________________ Dean’s Email Address ___________________________ Phone Ext. ___________________________

1) Briefly describe the nominee’s record as a teacher and scholar on a separate page. Explain how he/she would benefit from being a Lilly Fellow and how he/she would make a positive impact on the teaching culture at the department, school/college, and campus levels. Response limited to 1,000 words.

2) Do you agree to release the nominee from teaching one course during the academic year 2017-18? _____ Yes _____ No. [If "No", please indicate the alternate arrangement you would propose to enable your nominee to engage fully in all fellowship activities.]

3) Does the nominee have any possible semester(s) away from campus that would limit Lilly Fellowship availability (such as RIS, external fellowships, etc.)? _____ Yes _____ No. [If "Yes", please provide details on the possible conflict.]

Please submit your complete nomination package by the due date above to:
Brian Baldi, TEFD, 301 Goodell, bbaldi@umass.edu (either hard copy or email are acceptable but we must receive a hard copy of the signature page with original signatures before a fellowship can be awarded).

Complete nomination packages will consist of:
1) This nomination form
2) The nominee’s completed application form
3) The nominee’s curriculum vita
LILLY FELLOWSHIP FOR TEACHING EXCELLENCE

APPLICATION FORM – TO BE COMPLETED BY THE NOMINEE

The Institute for Teaching Excellence and Faculty Development (TEFD) welcomes nominations from department chairs and heads for the 2017-18 Lilly Fellowship for Teaching Excellence. The purpose of this program is to enable promising early career faculty to develop and expand their expertise in teaching while pursuing the scholarly activity expected of faculty at a major research university. Lilly Fellows will also share their growing expertise with colleagues at the departmental, school/college, and campus-wide levels to ensure that the benefits of this premier program reach and support many.

PART I: FELLOWSHIP INFORMATION

Eligibility Criteria

TEFD is soliciting nominations of faculty members who meet the following criteria when the fellowship year begins in August 2017:

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- Potential for making a positive impact on the teaching culture in the home department, school/college, and broader campus community

Fellowship Components

During the 2017-18 academic year, Lilly Fellows will:

- Attend regular cohort meetings every 2 weeks, with readings and assignments in between (approximately 2-3 hours of work between meetings).
- Design or substantially redesign a course, which will include developing a new syllabus, learning objectives, assessments, course materials, and activities.
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- Complete a portfolio that includes reflection essays and baseline teaching and learning data.
- Participate in evaluation activities that measure the effect of the program on both the fellows’ teaching and the new or redesigned course.
**Fellowship Compensation**

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**PART II: NOMINEE INFORMATION**

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**Questions**

1. Why did you choose a faculty career? What are your aspirations as a faculty member?

2. What are your current teaching responsibilities? (Please include course names and numbers.) What do you enjoy most about teaching? What are some of its challenges?

3. Why are you interested in the Lilly Fellowship at this stage of your career?

4. If selected to participate, what course will you design/redesign and why?

5. How do you envision contributing to the dialogue about and practice of teaching in your department and/or college after your fellowship year ends?

**NOMINEE’S COMPLETED “PART II” NOT TO EXCEED 3 PAGES**

*(single-sided, 11-point font minimum, 1” margins)*

*Please send your completed form and a copy of your curriculum vita to your chair/head for submission*