DePaul *College of LAS Excellence in Teaching Award*
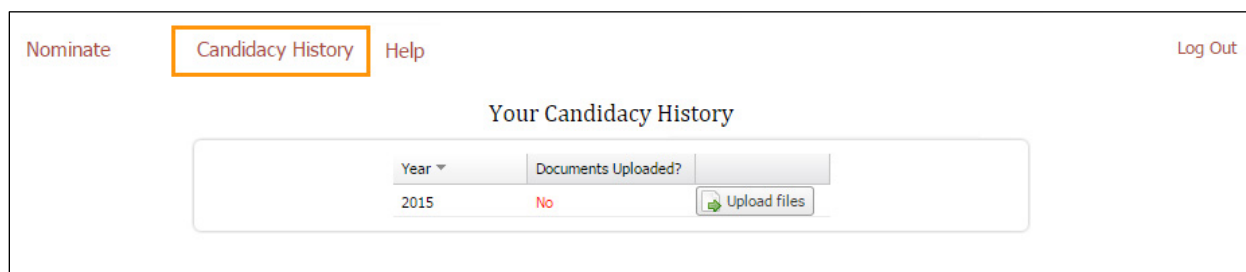
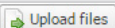# Reviewing Candidacy History and Nominations

The College of LAS Excellence in Teaching Award application is used by Faculty to upload documents to support their nomination and to nominate other professors. Chairs use the application to review/approve nominations of faculty in their unit.

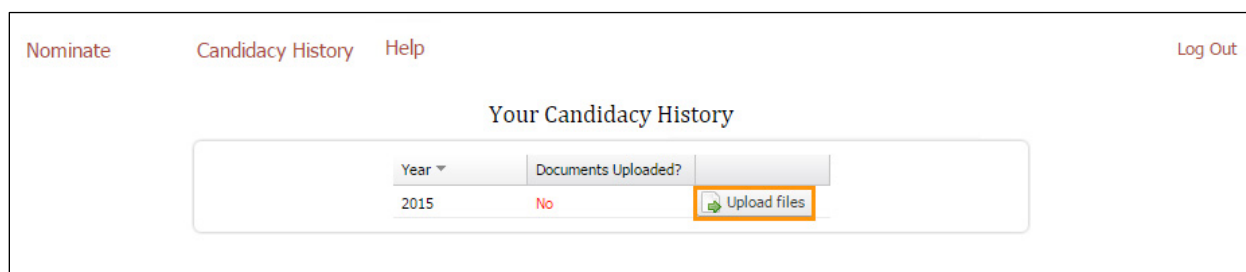**Reviewing Candidacy History (Faculty and Chair)**

Faculty and chairs can review their candidacy history by logging into the application.

1. Click the link below to access the College of LAS Excellence in Teaching Award application.
   https://lascollege.depaul.edu/ExcellenceInTeaching

2. Login using your Campus Connect username and password.

3. If you are not initially directed to your candidacy history, click the **Candidacy History** link at the top of the page.

4. Click the **Upload files** button next to the current year to upload your supporting documents for the nomination.

5. The following documents (in Word or PDF format) are required to continue the nomination process:

   - Two syllabi from courses taught within the past two years
   - One page narrative for each syllabus (optional)

- Two examples of assignments/examinations from recent courses

- One 1-2 page teaching statement

Your Candidacy History

You've been nominated!

Here's what we need from you to continue the nomination process. Please provide a MS Word document or PDF for the following:

Two syllabi from courses taught in the past two years. You may, if you wish, also provide a narrative (no more than one page for each syllabus) describing the design and objectives of the course.

| Syllabus 1 | 📎 Browse... | Optional Narrative 1 | 📎 Browse... |
| Syllabus 2 | 📎 Browse... | Optional Narrative 2 | 📎 Browse... |

Two examples of assignments/examinations from recent courses:

| Example 1 | 📎 Browse... |
| Example 2 | 📎 Browse... |

One 1-2 page teaching statement (single-spaced). You may address your teaching practice, teaching philosophy, breadth of teaching, efforts at curriculum development, grading policies and practices, involvement in other programs, mentoring and advising of students, and/or any other matters you think relevant.

| | 📎 Browse... |

6. Click the **Submit Documents** button to submit your documents.

7. The documents are now uploaded, and it is reflected in your candidacy history as shown here:
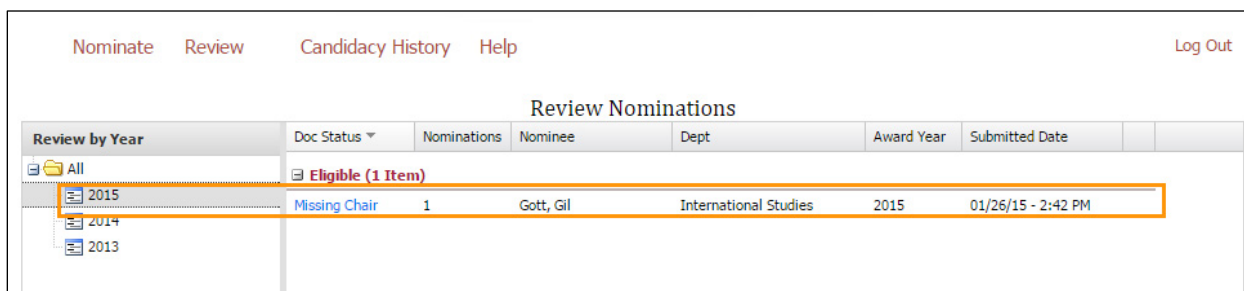
Your part as a nominee is complete.

![DePaul College of LAS Excellence in Teaching Award]
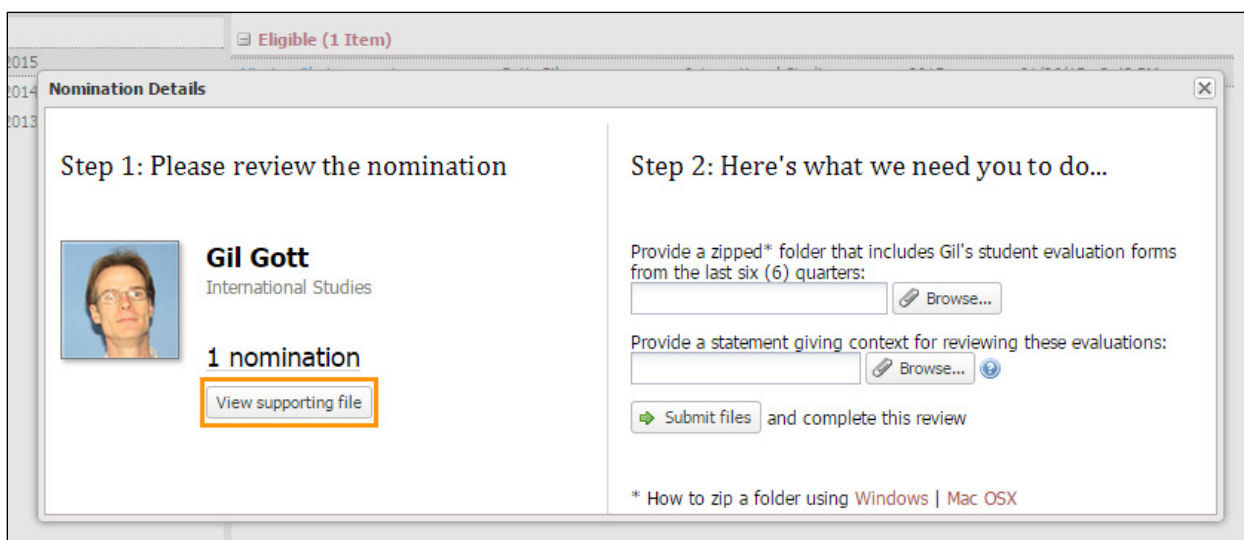
Reviewing Nominations (Chair)

All nominations are reviewed by the chair of the department. Perform the following steps to review submitted nominations.

1. Click the link below to access the College of LAS Excellence in Teaching Award application:
   https://lascollege.depaul.edu/ExcellenceInTeaching

2. Login using your Campus Connect username and password.

3. The **Review Nominations** page is displayed. Be sure to click on the current year to see the pending nominations that are awaiting your review. Then, click anywhere on the row of an eligible nomination to review the details.

Note: You can always go to the **Make a Nomination** page or the **Your Candidacy History** page by clicking the links on the top left-side of the page.

4. The **Nomination Details** window is displayed. Review the nomination details by clicking the **View supporting file** button.

5. After reviewing the supporting documents, click the **Browse** button to upload a zip folder containing the student evaluation forms from the last six quarters for the nominated professor.

Note: To learn how to zip a folder, click the link appropriate for your system's operating system.

6. Upload a document with your statement that gives the committee members the context for reviewing these evaluations.

Note: If you need more information on what should be included in the document, click the **Question Mark** icon to get more instruction.

7. Click the **Submit files** button to complete this review.

Your part as chair is complete.