

UNION

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Office of the Dean of the Faculty

Stillman Prize

Stillman Prize for Outstanding Teaching: definition, eligibility, and procedures.

Definition: The Stillman Prize is given in recognition of a faculty member who makes the classroom a place that combines excitement, joy, and challenge.

Eligibility

- Union College tenure-track faculty, lecturers and artists-in-residence are eligible unless they have a tenure review in the year of nomination or one in the subsequent year, or a reappointment review in the year of nomination or the subsequent year. Visiting faculty, adjunct faculty, research professors are not eligible.
- Nothing shall prevent the selection of a faculty member more than once for the prize.
- The Dean of the Faculty has the authority to remove a faculty member from the eligibility list at his or her discretion. If the Dean of the Faculty removes any names, he or she will inform the Committee of Teaching & Advising (COTA) of this action without providing any details that would compromise a faculty member's privacy.

Nomination and Selection Procedure

- The Assistant to the Dean of the Faculty contacts the Chairs of the Committee on Teaching & Advising (COTA) to request coordination with the senior student trustee to start the nomination process. If the senior student trustee is not available, then junior student trustee or a member of the Student Forum executive committee can substitute.
- The Assistant to the Dean of the Faculty provides the Chairs of the COTA with a list of eligible faculty. The senior student trustee sets up a student nominating committee of several students in consultation with the Chairs of the COTA.
- The Assistant to the Dean of the Faculty sends the attached letter and nomination form to all sophomores, juniors, and seniors on behalf of the COTA.
- The Chairs of the student nominating committee consults with the Chairs of the COTA regarding any other measures that will be taken by the student committee for publicizing the nominating process.
- The Chairs of the student nominating committee provides the Chairs of the COTA with the names of approximately six finalists selected on the basis of written student nominations. At the same time, the Chairs of the nominating committee provides the Chairs of the COTA with copies of the student nomination forms written for the finalists.

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- The Chairs of the COTA sends a letter to the finalists (any changes to the letter should be made in consultation with the Dean of the Faculty) requesting the following materials:
 1. A teaching statement from the finalist.
 2. A letter of support from a faculty colleague, solicited by the finalist.
 3. A letter from the department Chairs that describes the finalist's teaching, with reference to recent student course evaluations and recent Faculty Activities Sheets and/or the most recent Triennial Merit Review.
- The COTA interviews the nominating students, reviews the materials submitted by the finalists and makes the selection.
- The COTA considers status as a finalist in the past as one factor in its decision if such information is provided by the nominee.
- The COTA can consult the Dean of the Faculty about their selection if they wish.
- The COTA provides the Assistant to the Dean of the Faculty with the name of the prize winner and the names of the other finalists before Commencement.