

MEMORANDUM

TO: All _____ Students and Faculty

FROM: _____, Chairperson

Master Educators' Review Committee

SUBJECT: Faculty Nominations for the UMDNJ Master Educators' Award

DATE:

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The _____ Master Educators' Review Committee is seeking nominations for the UMDNJ Master Educators' Program. Designation as a Master Educator indicates that the person has distinguished himself/ herself as one of the best teachers within the University. A description of the program is attached. Any _____ faculty member is eligible to be nominated for consideration as a Master Educator. The following describes the nomination process:

1. Who can nominate a faculty member?

Any faculty, group of faculty, department, chairperson, program director, division director, student(s) or a class can nominate a faculty member.

2. What documents are needed to nominate a faculty member?

The person(s) nominating a faculty member must submit a supporting rationale for the nomination. The rationale should indicate why the faculty member should be considered for this honor. An up-to-date copy of the faculty member's Curriculum Vitae must accompany the nomination.

3. When are nominations due?

All nominations are due in my office no later than November 30

4. What happens after the nomination packet is submitted?

After verifying that the nominee is willing to serve in the Master Educators' Guild, the Master Educators' Review Committee will solicit information on all nominees from students and faculty. The Committee will then review all nomination packets and the faculty member's teaching portfolio. As part of the selection process, an interview will be scheduled for the nominee with the MERC in late January. In February, the Master Educators' Review Committee Chair presents the selected candidate to the Dean or indicates that the MERC is not recommending a candidate. If the Dean agrees with the recommendation he/she forward that name to the Executive Vice President. The Executive VP reviews the nominees and forwards the names to the MEG Executive Committee.

Please contact me at ___-___-___ or _____@umdnj.edu, if you have any further questions regarding the program or the nomination process. Thank you.

CC. Dean _____