**Academy of Educators Awards – Structured Letter of Support**

Check the Award for this nomination:

[ ] Lifetime Achievement Award

[ ] Exemplary Educator Award

[ ] Rising Star Award

In order to equitably assess nominees with diverse accomplishments, the reviewers will use the Academy’s Criteria Matrix. The proposer should clearly describe the nominee’s **impact on education** in one or more areas. This form provides suggestions for supporting evidence for each of these areas.

* Direct Teaching
* Instructional Development & Curricular Design
* Advising & Mentorship
* Educational Administration & Leadership
* Educational Research or Scholarship
* Assessment & Evaluation

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| **Direct Teaching:** Describe how the nominee regularly assumes greater than average share of teaching duties by seeking out additional opportunities to teach.  This might include:   * Students – Small group sessions, lectures, bedside/clinical teaching, simulation, interprofessional collaboration, laboratory teaching * Residents/Fellows – Didactics for departments, bedside clinical teaching, simulation, interprofessional collaboration, laboratory teaching * Faculty – Gives Grand Rounds regularly, participates in teaching CME, develops CME Course * Others – Guest lecturer for undergraduate or high school; Community groups   OR  Exhibits other evidence of teaching excellence – Required: at least one year of teaching evaluations  Suggestions for Supporting Evidence   * List of teaching roles in the last 2 years (to include more than just lectures) * Examples of teaching evidence include but are not limited to:   + Consistently received outstanding evaluations   + Teaching awards or other recognition as an outstanding teacher and role model   + External letters of reference demonstrating national or international reputation   + Invitations to present at national or international meetings or service as a visiting professor |
| **Description of qualifications OR Category not applicable [ ]** |

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| **Instructional Development & Curricular Design:** Describe how the nominee has …   * Created and implemented a new course or curriculum, OR * Designed innovative educational materials, OR * Implemented novel pedagogical methods.   Suggestions for Supporting Evidence   * Syllabi of new courses, descriptions, and enrollment data * Links to novel educational materials created by the applicant (clarify contributions if multi-authored) * Course evaluations and student comments pertaining to curricular innovations * Participants' in-service scores or performance on subsequent high-stakes exams * Narrative description of curricular design task, applicant’s role in the team, and its end products * Media coverage * Award citations * Curricular guidelines or frameworks authored by applicant * Earned institutional, regional, or national recognition for curricular innovations |
| **Description of qualifications OR Category not applicable [ ]** |

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| **Advising & Mentorship:**   * Describe how the nominee has mentored students, residents, fellows, or junior faculty with demonstrable impact on the lives/careers of their mentees as evidenced by awards or other documentation. * OR Has earned recognition from national organizations for advising or mentorship.   Mentoring must be longitudinal in nature. For those applicants in leadership roles for students, residents, or fellows, the mentorship must extend beyond the assigned duties inherent in the leadership role. For example, an Associate Program Director must demonstrate impact beyond the expected educational advising role for a trainee.  Suggestions for Supporting Evidence   * **Required:** at least one letter from a current or past mentee elucidating impact of the mentoring/advising * Awards/recognition received * List of trainees mentored and the project or topic |
| **Description of qualifications OR Category not applicable [ ]** |

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| **Educational Administration & Leadership:**   * Holds responsible leadership positions within current or previous institution, such as: clerkship or course director; program director; or chair of major decision-making educational committees. * OR, Demonstrates service as an officer or committee chair on education-associated committees in national organizations. * OR, Serves as a member of editorial boards of journals with a focus on education (or as an expert on education-related issues in other journals). * OR, Demonstrates participation in national educational activities – e.g., Residency or Academic Program Review Committee, programs sponsored by professional organizations, re-certification, workshops and symposia, educationally-focused committees, etc.   Suggestions for Supporting Evidence   * Examples from CV and/or CEP that document these experiences * Letter of support from committee member or editorial board member to describe service and leadership |
| **Description of qualifications OR Category not applicable [ ]** |

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| **Educational Research or Scholarship:**   * Demonstrates an established and consistent educationally focused research program. * OR, Serves as principal investigator or mentor status on peer-reviewed educationally focused grants. * OR, Develops and disseminates innovative teaching methods. * OR, Mentors learners in research/scholarly activity on education-focused projects.   Suggestions for Supporting Evidence   * An ongoing, peer-reviewed publication record with first – or senior-author publications * Other evidence of research or scholarship in teaching or learning (e.g., peer-reviewed presentations) * Examples of innovative teaching methods: educational software, videos, packaged courses, workshops |
| **Description of qualifications OR Category not applicable [ ]** |

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| **Assessment & Evaluation:**   * Develops and/or implements learner assessment instruments or strategies. * OR, Develops and/or implements program evaluation strategies. * OR, Initiates and/or actively participates in structured or formal process improvement activities for program evaluation and/or learner assessment.   Suggestions for Supporting Evidence   * An assessment tool that the applicant developed or modified * A survey or other collection method used for curricular or program assessment * Examples of assessment or evaluation evidence include but are not limited to:   + New peer-assessment of professional behaviors in student small group activities   + Modification of an existing entrustable professional activity clinical assessment   + New survey to evaluate faculty teaching effectiveness   + Focus groups of students to understand the impact of implementing a new small group activity in clerkships |
| **Description of qualifications OR Category not applicable [ ]** |