



WASHINGTON STATE UNIVERSITY

## International Student and Scholar Services

### Yang “Wendy” Liu Award for Excellence in Teaching International Students

Intention: The presentation of the Yang “Wendy” Liu Award for Excellence in Teaching International Students began in 2021 with the support of WSU International Programs. It was established to give special recognition to outstanding instructors throughout the WSU system. The final selection is made by a committee of students, scholars and faculty and staff.

#### Prescreening Application Nomination Letter

Submit the Faculty & Staff Award Nomination Form as well as a one-page electronic letter outlining the justification for the nomination and outlining the individual’s award-worthy accomplishments to Dr. Kate Hellmann, Director of International Students and Scholars Services, at [khellmann@wsu.edu](mailto:khellmann@wsu.edu).

#### Award Packet Guidelines

If you are selected as a finalist, you will be asked to prepare a final packet.

Submit one electronic PDF document that includes each of the following numbered documents and email the PDF to Dr. Kate Hellmann, Director of International Students and Scholars Services, at [khellmann@wsu.edu](mailto:khellmann@wsu.edu). Save the document with the title following this format: **nominee’s name-Yang Wendy Liu Teaching Award**. Use the same title as the subject line in the email submission.

#### 1. Award Cover Form

Open, save, and fill out the [Award Cover Form](#).

#### 2. Portfolio of Accomplishments in the relevant area

The narrative of the faculty or staff member’s teaching, learning, and other activities should not exceed five (5) single-spaced pages (Times New Roman, 12 point). This is like the University format for tenure and promotion guidelines. Suggested outline formatY:

- a. **Goals** (future intentions and aspirations in teaching and learning)
- b. **Responsibilities**
  - i. Percentage of appointment devoted to teaching
  - ii. Listing of courses recently taught, with credit hours and enrollment
  - iii. Work with individual students (independent study, undergraduate research, supervision of postdoc.)
  - iv. Advising (Majors, student clubs, etc.)
  - v. Instructional innovations
  - vi. Extraordinary efforts with special groups of students
  - vii. Use of research in teaching

- viii. Out-of-class evaluation activities
  - ix. Service on WSU, International Students and Scholars, or Departmental committees
  - x. Pursuing professional development (teaching)
  - xi. Projects or potential projects requiring non-state funding
- c. **Evaluations** (do not include forms, but use narrative summary format)
  - i. Student evaluations
  - ii. Measures of student learning
  - iii. Peer evaluations
  - iv. Teaching awards
  - v. Other evaluations
- d. **Results**
  - i. Student successes
  - ii. Instructional materials
  - iii. Contributions to the instruction of teaching international students

### 3. **Letters of Support**

These should be organized into categories — department chair/director, peers, current and former students/clientele or other with no more than two (2) letters in each category. If the chair or director nominated the individual, that letter can suffice for the required letter in this section. Do not exceed seven (7) letters total. Letters of support should be included in the single PDF document.

### 4. **Curriculum Vita** (Limited to two pages) or resume for Staff

### 5. **150-Word Biography** for IP Website

### 6. **A High-Resolution Photo** (at least 200 DPI)

## **Selection Process**

Selection committees review the award nominations and make their recommendations to the Vice President of International Programs, Dr. Asif Chaudry.

## **Awards Process**

**Announcement** – All employee candidates who have been nominated will be notified of the decision prior to the event.