

Naval Postgraduate School
Monterey, CA 93933

NPS (100)
22 July 16

MEMORANDUM

From: Provost
To: NPS Community

Subj: NOMINATIONS FOR HAMMING FACULTY AWARD FOR TEACHING

Ref: (a) NAVPGSCOLINST 1650.1E

Encl: (1) Enclosure (47) of NAVPGSCOLINST 1650.1E

1. Per reference (a), this memorandum solicits nominations for the Richard W. Hamming Annual Faculty Award for Achievement in Teaching. Enclosure (1) provides the background for the award.
2. Selection Committee. The Hamming Award selection committee for this year is:

Associate Professor Michael Freeman, Chair
Distinguished Professor Herschel Loomis
Associate Professor Aruna Apte
Associate Professor Jonathan Lipow
Associate Professor Christopher Twomey
LT Jacob London (student representative)
SCPO Robert Labrenz (student representative)

3. Eligibility. Nominees should hold the rank of lecturer, senior lecturer, professor of practice, assistant professor, associate professor, or professor. They should have completed at least three years of teaching at NPS. Recently retired faculty are also eligible for the award.

Guidelines for Nomination: The purpose of the award is to recognize a faculty member:

- Who does an excellent job in classroom teaching,
- Whose theses' supervision is recognized as excellent, and
- Whose contribution to our students' education extends beyond the classroom

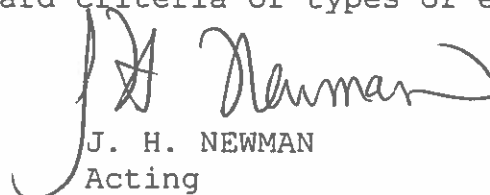
The emphasis of this award is distinguished from the Schieffelin Teaching Award by setting criteria *beyond* classroom excellence, and obtaining input from a *diverse* population including NPS students, alumni, faculty, and/or administrators. The goal is to identify faculty members whose teaching strengths exist in categories that may not be recognized by the Schieffelin Teaching Award.

4. Nomination Procedures. Individual faculty members, schools, departments, students, or alumni may nominate a faculty member for this award. Nominators should coordinate their nomination with the chair of the nominee's department.

All nomination letters should be no longer than two typewritten pages and include evidence for the three excellence criteria. Supporting documents may be included as attachments. Examples of the types of evidence follow:

- a. *Evidence of Classroom Excellence*. The selection committee will be provided with SOFs for the last three years. Evidence might also include examples of innovative teaching techniques or supporting letters from students.
- b. *Evidence of Excellence in Thesis Supervision*. The selection committee will be provided with a list of theses for the past three years. Evidence might also include thesis advising of outstanding student theses, supporting letters from thesis co-advisors or second readers, or supporting letters from students.
- c. *Evidence of Contributions beyond the Classroom*. Contributions might include activities, such as publishing with students, lectures to community service organizations, connecting students' work to sponsors, or activities related to extra-curricular student programs.

5. Submission Procedures. Please send all nominations in electronic form to Sharee Kelso-Costa at skelso@nps.edu. Deadline for the submission of nominations is **Monday, 15 August 2016**. Additional information may be requested of finalists. Please contact the Committee Chair concerning any questions about the award criteria or types of evidence.


J. H. NEWMAN
Acting

THE RICHARD W. HAMMING TEACHING AWARD

1. Background

a. The purpose of the award is to recognize a member of the faculty at NPS who has done an excellent job: in the classroom as evidenced by the students' mastery of the course material; thesis supervision; and has contributed to NPS students' education beyond the classroom. It complements the Schieffelin Award by emphasizing, excellence beyond the classroom. The award was first presented in 2000.

b. The awardee receives a monetary award and an engraved plaque provided by the Naval Postgraduate Foundation.

c. The normal inscription reads:

RICHARD W. HAMMING TEACHING AWARD
Presented To
(NAME OF RECIPIENT)
(DATE OF AWARD)
FOR EXCELLENCE IN TEACHING AS EVIDENCE BY
STUDENTS' MASTERY OF COURSE MATERIALS,
THESIS SUPERVISION
and
CONTRIBUTIONS TO EDUCATION BEYOND THE CLASSROOM

d. The award is established with resources provided by Mrs. Wanda Hamming, widow of Professor Richard W. Hamming and sponsored by the Naval Postgraduate School Foundation.

e. The award is normally presented annually at the Spring Quarter graduation ceremony. This award need not be awarded every year.

2. Action

a. The Hamming Teaching Award is administered for the Faculty Council of the Naval Postgraduate School by the Faculty Executive Board. The Faculty Chair is the action point of contact.

b. Nominations are solicited and received from alumni, current students, faculty, school administrators and Programs Officers.

c. A selection committee consisting of the Chair of the Faculty Scholarship Committee, the immediate past Faculty Chairman and three other faculty and two students appointed by the Faculty Executive Board considers all nominations. The immediate past Faculty Chairman is the chairman of the Hamming Teaching Award selection committee. The Faculty Chairman will insure that committee members are representative of different fields, and there is adequate rotation of faculty and students from one year to the next.

d. The committee makes the final recommendation for the award to the Provost and President at least three weeks prior to the spring graduation date.

e. The Provost shall notify the Naval Postgraduate School Foundation of the identity of the award recipient at least two weeks prior to the graduation date.

f. The Naval Postgraduate School Foundation will prepare the award plaque and monetary award to be presented at the Spring Graduation ceremony.

g. The selection committee considers nominees based on excellent classroom teaching evidenced by students' mastery of course material; thesis supervision recognized to be excellent; and other contributions to students' education beyond the classroom.

3. Other Input. In addition to the above nomination the following are required:

a. A brief (maximum of two pages) resume.

b. Any other supporting documentation.

4. Submission Procedure. Please provide the nomination material and resume in electronic format to the Chairman of the Committee ten days prior to graduation. Additional information may be requested for finalists. If there are any questions, please contact a committee member.