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MEMORANDUM

To: Heads of Academic Departments and Programs  
Academic Council

From: Chris A. Kaiser 

Re: MacVicar Faculty Fellows Program – Request for Nominations

Date: August 20, 2013

I am writing to invite you to submit a nomination for the MacVicar Faculty Fellows Program. The Program honors the life and contributions of the late Margaret MacVicar and is intended to recognize and enhance outstanding undergraduate teaching at MIT. As a MacVicar Fellow emeritus myself, I know how much this award means to its recipients, and I urge you to take time from your busy schedule to nominate a deserving colleague.

Excellent teaching can be defined in a number of ways. While there is no one template for outstanding achievement, the nominee should demonstrate excellent classroom teaching ability and direct contributions to undergraduate students. In order to emphasize the formal and informal learning that defines an MIT education, the nomination should address the significance of a candidate's contribution within the classroom and beyond, including an individual's role as advisor and mentor or other activities that would demonstrate a commitment to the complete education of our undergraduate students.

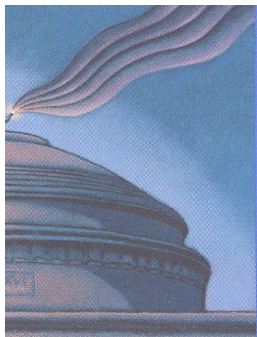
All full-time members of the regular faculty are eligible. MacVicar Faculty Fellows receive \$10,000 per year of discretionary funds for educational activities, research, travel, and other scholarly expenses. Tenured Fellows are appointed for a ten-year term. Junior faculty members are eligible for a three-year Fellowship, which can be converted to a ten-year Fellowship if tenure is granted. A MacVicar Faculty Fellow may simultaneously be the holder of a named professorship.

The selection process is competitive, and a nomination must include a letter documenting the contributions of the nominee to undergraduate education, three to six supporting letters from faculty and three from students, and a curriculum vitae of the nominee. One letter must be from his or her department head.

The enclosed flyer contains more information about the MacVicar Faculty Fellows Program, the nomination process, and requirements, along with tips for a successful application.

The deadline for nominations is Thursday, November 21, 2013. Please send the nomination packet to the Office of Faculty Support in 12-127.

If you have any questions about the nomination process, please contact Dean Mary Enterline at [mzenterl@mit.edu](mailto:mzenterl@mit.edu) or 617-253-9763.



## MARGARET MACVICAR FACULTY FELLOWS PROGRAM

### Program Description

Named to honor the life and contributions of the late Margaret MacVicar, Professor of Physical Science and Dean for Undergraduate Education, the MacVicar Faculty Fellows Program recognizes MIT faculty who have made exemplary and sustained contributions to the teaching and education of undergraduates at the Institute. Together the Fellows form a small academy of scholars committed to exceptional instruction and innovation in education.

MacVicar Faculty Fellows are selected on the basis of merit through an annual nomination process. The Fellows are appointed by the Provost upon the recommendation of an Advisory Committee, composed of faculty and two current MIT undergraduates.

All full-time members of the regular faculty are eligible for appointment as a MacVicar Faculty Fellow, regardless of rank or any concurrently held position, such as an endowed chair. Fellows receive \$10,000 per year of discretionary funds for educational activities, research, travel, and other scholarly expenses. Tenured Fellows are appointed for a ten-year term. Junior faculty members are eligible for a three-year Fellowship, which can be converted to a ten-year Fellowship if tenure is granted, with the total duration of the appointment not to exceed ten years.

### Nomination Process and Requirements

Nominations to the Provost should be submitted to the Office of Faculty Support in 12-127 by **Thursday, November 21, 2013**, for appointments effective on February 1, 2014.

The selection process is competitive and nominations should include

- a primary nomination letter detailing the contributions of the nominee to undergraduate education,
- three to six supporting letters from faculty colleagues, including one from his or her department head if the primary letter is not from the department head,
- three supporting letters from present or former undergraduate students, with specific comments about the nominee's undergraduate teaching,
- the nominee's curriculum vitae,
- a list of undergraduate subjects, including the number of students taught, and
- a summary of available student evaluation results for the nominee.

Nominators may consult with Dean Mary Enterline in the Office of Faculty Support at [mzenterl@mit.edu](mailto:mzenterl@mit.edu) or 617-253-9763 for assistance with the required documents.

The primary letter, often several pages in length, should summarize the nominee's undergraduate teaching record, contributions to undergraduate curricula, and impact on his or her students.

Successful letters of support from faculty colleagues are a minimum of one-to-two pages in length and include personal observations of the nominee's teaching and cite examples of innovation and improvements to curricula and/or pedagogy. Finally, successful letters include references to the nominee's contributions to education at MIT outside the classroom including course development, serving as an advisor and mentor, or similar activities.

Successful letters from undergraduate students or alumni are typically one page. They describe the nominee's classroom teaching and effectiveness, impact on the students, and interactions and availability outside class times.

## **About Margaret MacVicar**

Professor Margaret MacVicar was an outstanding educator and scientist who laid the groundwork for many important changes in education at MIT. Professor MacVicar contributed to one of the most substantial academic innovations in MIT history when she established the Undergraduate Research Opportunities Program (UROP) in 1969. UROP has become an indispensable part of MIT's culture, and it serves as a model embraced by other institutions worldwide.

As Dean for Undergraduate Education she played a key role in rethinking and reshaping the overall undergraduate program at the Institute, including a revitalization of the humanities, arts, and social sciences requirement; a revision of the science distribution requirement; a requirement for the study of modern biology; and a refinement of the pass/no credit grading system for freshmen. She was also nationally recognized for her leadership in shaping policies for science education in public schools.

Former MIT President Dr. Paul E. Gray has said, "Margaret MacVicar was an extraordinary innovator, leader and educator. She possessed a remarkable combination of ability, insight, judgment and energy which is rare in any generation and which made her a singular teacher of institutions as well as individuals." Former MIT President Charles Vest has noted that "Margaret MacVicar was one of those rare individuals whose thoughts and actions transformed a great institution and influenced thousands of young men and women."

Margaret MacVicar received both her undergraduate and Sc.D. degrees from MIT. She was Professor of Physical Science and the Cecil and Ida Green Professor of Education. She worked in both physics and materials science, and her principal research interest was in electronic materials, especially high-temperature metal and ceramic superconductors. In recognition of her uncommon devotion to teaching, she was the first recipient of the Class of 1922 Career Development Award.

Among her many honors were the Irwin Sizer Award for the most significant contribution to education at MIT and the 1986 Commendation in Higher Education Award from the Charles A. Dana Foundation. She was vice-president of the Carnegie Institution, chair of the National Science Foundation's Advisory Committee on Education and Human Resources, and a member of the Carnegie Council on Policy Studies in Higher Education. She served on the governing boards of many organizations including the Carnegie Foundation for the Advancement of Technologies, Draper Laboratory, Woods Hole Oceanographic Institution, Radcliffe College, the Exxon Corporation, and the Museum of Science, Boston.