

## THE MARTHA F. BOWDEN TEACHING PRIZE COMMITTEE

**Description of the Prize:** A \$300 first prize and a \$200 second prize will be awarded to the best submissions on the subject of Teaching the Eighteenth Century. The prize seeks innovative pedagogies for teaching the time period to students at the undergraduate or graduate level. After the annual conference, winning submissions will be placed on the Society's website in order to share new ideas with fellow members and visitors alike. The Committee may also invite other applicants to share their submissions on the website. Applicants must be members of the Society when they submit the application to the committee.

**I. Charge:** To solicit submissions, select the ideas most worthy of receiving the prize, and notify the winners, the President, the Digital Media Manager, and the editor of *The Gazette*, the SEASECS newsletter.

**II. Term:** Three years. In the event that a member fails to serve the entire three-year term, the President will appoint a replacement to complete the term.

**III. Membership:** The Committee shall consist of three members. The President will confirm the two members held over from the previous year, and will appoint one new member. These three members should represent three different disciplines. The longest serving committee member shall serve as chair.

### IV. Duties (in chronological order)

#### In March:

1. Prepare and send out announcements to newsletters, journals, and other venues. The announcement must state that the prizes will be \$300 and \$200, that the authors must be or become members of SEASECS, that the idea must have been used in a course between September 1 and August 31 of the year prior to the meeting at which the prize is to be awarded, and that submissions in part or in whole in a language other than English must be accompanied by translations into English. The proposal shall contain instructions for others to replicate, as well as any handouts, PowerPoints, web links, or documents. The proposal shall be submitted as one pdf file. The deadline for submissions is November 15th.

#### In November:

2. After the deadline for submission has passed, circulate all submissions to the members of the committee, with a cover sheet listing the author and title of each submission and a place to rank them, with room for comments on each submission. The committee members return the ranking sheets to the chair by the date designated. This process may have to be repeated before a winner can be determined. If, in the opinion of the committee, no submission worthy of the prize has been submitted, no prize need be awarded. Determine any submission(s) other than the winners merit posting on the website.

In December:

3. Inform the other committee members, the President, the Digital Media Manager and the editor of *The Gazette* of the names of the recipients and the titles of the winning submissions.

4. Inform the prize winners, and invite them to be present at the luncheon of the SEASECS meeting where a certificate and check will be presented. They will be guests of the Society at the luncheon. If the winner(s) cannot attend, mail the check and certificate at the conclusion of the meeting.

In January/February:

5. Compose a report which identifies the winning submissions, and the authors and titles of submissions. Include in the report the distribution by geographical area [state/country], discipline, and gender for all submissions. Also included should be the names, institutional affiliations, and disciplines of committee members. Send the report to the President at least two weeks prior to the annual meeting for inclusion with the materials to be sent to the Executive Board.

In February/March:

6. Attend the annual meeting, and present your report at the Business Meeting. At the luncheon, present the awards to the winners if they are present, and whether or not the winners are present, detail the merits of the winning submissions.

7. Present this list to your successor as chair of the Committee, along with any suggestions for improvement you may have.

8. Send a copy of the winning submissions, and any others the Committee invites to the Digital Media Manager to be placed on the Society's website.