

## **GUIDELINES FOR PREPARING THE ACADEMY OF DISTINGUISHED TEACHING SCHOLARS (ADTS) APPLICATION PACKET**

### **Part 1**

- Letter of support from your Dean to provide administrative assessment of applicant's effectiveness/impact as they relate to teaching and scholarly work. (Note: Self-nominations are acceptable, but a letter of support as noted above is still required.)

### **Part 2: Narrative:**

Write a narrative (maximum 5 pages, 12 point font, single spaced) that:

- a. provides evidence of excellence in scholarship and teaching to include information such as:
  - Description of how you have integrated research/scholarly activities into your teaching program
  - Significant contributions you have made to undergraduate and graduate education and the impact of these contributions on the development of scholarship among your students
  - Significant contributions to scholarship in your discipline or across disciplines and the impact/influence of these contributions on your discipline
  - Description of ways in which you have cultivated an academic culture that shows evidence of valuing a scholarly approach to educating students at the undergraduate and graduate levels
  - **Description of your ideas for promoting the mission and vision of the ADTS and the role you would play in executing these ideas and other ideas you would like to champion, with the goal of garnering continued distinction for the university in teaching and scholarly pursuits. It is critical that you clearly communicate your ideas as to how you would advance the mission and vision of the ADTS through your work on the proposed/anticipated projects listed below and any other ideas that you have for promoting teaching and scholarly pursuits.** (To review the ADTS mission and vision visit: <http://fora.aa.ufl.edu/Provost/Pages/Academy-of-Distinguished-Teaching-Scholars/VisionAndMission>.) Examples of previously proposed projects of the Academy include:
    - Continue to Pursue the Creation of the University of Florida Academic Scholars Walk
    - Resurrection of a campus-wide Teaching and Learning Center of Excellence
    - Peer teaching evaluation
    - Initiative for internationalization of the UF curriculum (graduate and undergraduate)
    - Online learning
- b. describes your contributions to campus leadership and/or program-building activities

### **Examples of elements (not inclusive) that may create a compelling narrative/packet:**

- Examples of educational materials/programs/courses developed that demonstrate integration of research/scholarly activities and advancement of discovery and understanding
- Mentoring students or junior faculty in a manner that cultivates an academic culture that values a scholarly approach to education
- Implementing and evaluating new pedagogical approaches to teaching in your discipline or across disciplines
- Evidence of dissemination of research/scholarly works and/or educational products/materials to appropriate audiences and the impact of these works

- Demonstrated leadership and recognition in teaching and scholarly activities at the national and/or international level(s) in your discipline
- Contributions to the literature on the scholarship of teaching and learning
- Proposed activities that are well-conceived and consonant with advancing the mission of the ADTS and that demonstrate creativity/originality
- Evidence of being actively engaged in initiating, developing, enhancing and/or building programs or services that support the teaching and/or research and scholarship missions of the university

**Part 3** Updated T&P packet modified as outlined below. Nominees may use either of the following options to prepare this portion of their nomination packet.

Download the Promotion, Tenure and Permanent Status Template (MyUFL.edu > self-service > UF faculty promotion and tenure > promotion and tenure packet > packet template with activity). The template will open as a Word file. Some sections will auto-populate with your information. Update and modify your packet using the directions below to ensure that it conforms to the Academy of Distinguished Teaching Scholars submission criteria. Save the file as a PDF and submit to [mccrayi@ufl.edu](mailto:mccrayi@ufl.edu).

**OR**

Update and modify your existing Promotion and Tenure packet using the directions below to ensure that it conforms to the Academy of Distinguished Teaching Scholars submission criteria. Save the file as a PDF and submit to [mccrayi@ufl.edu](mailto:mccrayi@ufl.edu).

The following guidelines were revised from the UF Promotion, Tenure and Permanent Status Guidelines. These guidelines outline the specific content to be included in preparing the packet. All packets must have the materials in the same order as listed below and must be numbered and titled as listed. **Items must be listed in reverse chronological order.** If a category does not apply, please put “N/A” by that heading; if the candidate has nothing to report, use “None.” **Information should cover the candidate’s professional career, up to the present, unless otherwise noted.** The main body of the packet should contain only those things specifically required in this template. Each page of the packet should be numbered. The nominee’s name should appear in the upper right-hand corner of each page.

**1. NOMINEE INFORMATION**

List your full name (no nicknames or shortened names), current rank, title/position, college, department, email, phone, address and department chair’s name.

**2. BRIEF DESCRIPTION OF JOB DUTIES**

Briefly describe your assigned duties and responsibilities.

**3. AREAS OF SPECIALIZATION**

Briefly describe your area(s) of specialization.

**4. ASSIGNED ACTIVITY (LAST FIVE YEARS)**

List your assignment for the last five years of employment at the University of Florida beginning with the most current academic year (August to August) and working backwards. It is expected that these numbers will reflect actual effort. **Do not include the current year's assignment (i.e., 2015-2016).** List only those years during which you were under contract with the UF.

If you provided paid patient care, please indicate an estimated percentage of time each year.

Percent of assignment should be listed in Teaching, Research, Service, Extension (IFAS only) or Patient Care/Clinical (HSC only) and should be summarized by academic year as below. Indicate if you were on sabbatical or leave of absence during an academic year. List any administrative duties under Service and advisement under Teaching. Do not change the five category labels, and indicate 0% if one or more is not relevant to you. Round all percentages (10%, 20%, etc.). The annual total should always equal 100%, including any indication of research leave, except in cases of reduced FTE or non-research leave. In those cases, the annual total may be less than 100%.

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Teaching	50%	50%	50%	50%	50%
Research	40%	40%	40%	50%	50%
Service	10%	10%	10%	0%	0%
Extension	0%	0%	0%	0%	0%
Clinical	0%	0%	0%	0%	0%
TOTAL	100%	100%	100%	100%	100%

**5. EDUCATIONAL BACKGROUND (This section will auto-populate if using the UF Promotion and Tenure template.)**

List all degrees awarded, beginning with the highest degree. All entries must include the university/college attended, field of study, degree and date awarded. See example below.

**EXAMPLE**  
**Educational Background**

Institution	Field of Study	Degree	Year

**6. EMPLOYMENT (LAST FIVE YEARS)**

List your employment history, with UF employment appearing first. Please show employer, ranks and administrative positions you held at each place of employment, effective dates of each title and whether or not the position was tenured, tenure-accruing, or non-tenure-accruing if employment was with an institution of higher education.

**EXAMPLE  
Employment Listing**

Institution	Position	Dates

**7. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA**

**(NOTE: If you are using the UF Promotion and Tenure template, please delete section 8: Tenure and Promotion Criteria. Please adjust the section numbers so they are consecutive, with the next section labeled as section 8.)**

**8. TEACHING, ADVISING AND/OR INSTRUCTIONAL ACCOMPLISHMENTS**

In **no more than 750 words**, describe your teaching, advising, and/or instructional accomplishments, including, as appropriate, curriculum and course development, service as a graduate or undergraduate coordinator, supervised research through credit courses, and the development of new courses, DVDs/CD ROM's, educational software and multimedia materials.

Undergraduate instructional activities may include supervision of honors thesis and research projects.

**Do not include syllabi, course examinations and other materials used in classroom instruction in the packet.**

**9. TEACHING EVALUATIONS (LAST FIVE YEARS; if using the UF Promotion and Tenure template, this section will auto-populate. You will need to indicate whether or not the course was team-taught, the percentage for which you were responsible, and whether the course was required. Please delete evaluations prior to the 2010-2011 academic year.)**

Include a statistical summary of all UF teaching evaluations for 2010-2015. (Do not include computer printouts or photocopies in the packet.) If teaching evaluations completed during the last five years are from other institutions are available, you may include the data in the table.

**NOTE: All University of Florida teaching evaluations for the past 5 years are available online at <https://evaluations.ufl.edu/evals/> . You may download the data in table form and copy it into this template. In the boxes provided for each course, you must add whether or not the course was team-taught (and the percentage for which you were responsible) and whether the course was required.**

<i>Required Course:</i>	<i>Team Taught %:</i>	Responded	Response Rate	Mean	Dept Mean	College Mean
1.	Description of course objectives and assignments					
2.	Communication of ideas and information					
3.	Expression of expectations for performance in this class					

4.	Availability to assist students in or out of class					
5.	Respect and concern for students					
6.	Stimulation of interest in course					
7.	Facilitation of learning					
8.	Enthusiasm for the subject					
9.	Encouragement of independent, creative, and critical thinking					
10.	Overall rating of the instructor					

**NOTE: Do not include peer assessments of teaching in your packet.**

**NOTE: Do not include an Educational Portfolio in your packet. Please adjust the section numbers so they are consecutive, with the next section labeled as section 10.**

**10. GRADUATE COMMITTEE ACTIVITIES (LAST FIVE YEARS; this section will auto-populate if you are using the UF Promotion and Tenure template. Please delete entries older than five years.)**

Include graduate committees you have served on in the last five years. Please indicate expected completion dates if students have not already completed their degrees.

<b>Role</b>	<b>Student</b>	<b>Major</b>	<b>Complete Date</b>
<b>Chair, PhD Committees</b>			
<b>Member, PhD committees</b>			
<b>Chair, Specialist Committees</b>			
<b>Member, Specialist Committees</b>			
<b>Chair, Masters Committees (identify as thesis or nonthesis)</b>			
<b>Member, Masters Committees (identify as thesis or nonthesis)</b>			

## **11. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE**

In no more than 750 words, explain your research/creative contribution. Describe briefly the overall area within which your research/creative program falls and then explain how your publications, creative work, research projects, grants, fellowships, extension works, etc. reflect your research/creative program and your achievements. There is no need to cite again specific works or grants. Simply reference works published, exhibited during certain time periods, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your research/creative program.

## **12. CREATIVE WORKS OR ACTIVITIES (LAST FIVE YEARS)**

This area should be used to list exhibitions, concerts, performances, commissioned works, audio/visual materials developed, software written, cultivars developed, or other similar creative works, including dates. Include published critical reviews of these creative works in this section. Create a subheading for PowerPoint presentations, if applicable. Refer to instructional and informational presentations that may be delivered numerous times as “Instructional Multimedia Presentations” rather than “PowerPoint Presentations.” Do not list individually, but summarize for each year. Create a subheading for publications developed in support of web based communication and teaching, such as Webinars, if applicable.

**13. PATENTS AND COPYRIGHTS (LAST FIVE YEARS; if you have entered your patents and copyrights in the OPT self-service module, they will auto-populate in this section. Please delete entries that are older than 5 years.)** Include date(s) with each item and give an indication of the significance of its (their) contribution to the profession/discipline.

**14. PUBLICATIONS (LAST FIVE YEARS If you have entered your publications in the Online Promotion and Tenure self-service module, they will auto-populate in this section. Please delete entries that are older than 5 years.)**

The citation format is your choice, but entries should contain the information requested. Please include the names of all authors. Include all subcategories and if there are no entries, put “None.” Put EDIS publications as a separate section under “g. Non-refereed Publications.” Indicate that they are peer-reviewed and provide the URL.

Please use the following “key” to indicate author relationships:

Senior/principal author(s) = Underline.

Self = bold

Fellow = f

Graduate Student = g

Other = &

Post-Doctoral Associate/Fellow = p

Resident = r

The following information should be considered when compiling the publication listing:

- (1) **Refereed Journals:** A paper is considered to be refereed if it appears in a journal (or proceedings) whose papers are published only after review and acceptance by one or more independent professional expert(s) of national or international standing.

- (2) **Refereed Proceedings:** Should be listed as a separate category under Refereed Publications and the nominee should provide a brief explanation of the review process for the proceedings. This may be listed as a footnote to the publication list.
- (3) **Non-refereed Publications:** Materials listed under non-refereed publications should include not only those journal articles which have not been refereed, but also extension publications delivered in print or via electronic format, and electronic bulletins.
- (4) When listing publications, please do not use the term “forthcoming.” Use one of the following:
  - (a) **Accepted:** A publication is defined as accepted if it has been accepted for publication and will appear in print in the future.
  - (b) **In press:** A publication is defined as in press if it has been accepted for publication and has been copy-edited, or otherwise made ready for publication at a date certain.

Please write the name of the article on the acceptance, if it is not already stated, and indicate the approximate length of the publication in the citation. These letters should appear in the same order as the articles appear in the publication listing.

- (c) **Submitted:** Submitted refers to a manuscript that has been submitted to a publisher for publication review. If the publication is still in the writing stage, please do not include it in the packet.
- (5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified using the key.
- (6) Be sure that pagination is listed. If an article is longer than one page, give first and last page numbers.
- (7) Media releases are considered “Miscellaneous” publications.
- (8) “Reviews” are to be used for reviews written by the nominee. Reviews of your work, if included, should be listed in Section 12.
- (9) Publication citations including words in a foreign language should have the English translation listed in parentheses.
- (10) All publications must appear in one of the categories provided.
- (11) Do not include theses and dissertations in the publication listing.

(12) On-line publications require a letter from the publisher (attach it to the end of this document) unless the publication can be accessed via a URL.

- a. Books, Sole Author (Title, Publisher, Place of Publication, Date, Inclusive Pages)
- b. Books, Co-authored (Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- c. Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- d. Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)
- e. Monographs (Author, Co-author(s), Title, Series of Volume, if applicable, Publisher, Place of Publication, Date, Inclusive Pages)
- f. Refereed Publications (Author, Co-author(s), Title, Name of Journal or Publication, Volume, Date, Inclusive Pages)
- g. Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, or other Publication, Volume, Date, Inclusive Pages)
- h. Bibliographies/Catalogs (Author, Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
- i. Abstracts (Author, Co-author(s), Title, Name of Journal or Publication, Volume, Date, Inclusive Pages)
- j. Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages)
- k. Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

**15. LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS (LAST FIVE YEARS)**

**If you have entered these in the Online Promotion and Tenure self-service module, they will auto-populate in this section. Please delete entries that are older than 5 years.**

The entries must specify if the presentation was invited. In determining which sub-category to use, consider the target audience, location of the presentation, type of conference, etc. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision should be summarized or discussed in Section 8. **Put “None” in every category and subcategory for which you have no entries.**

- a. International
- b. National
- c. Regional
- d. State
- e. Local



**16. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (LAST FIVE YEARS; APPLICANT’S SHARE)**

Include all subcategories (a)-(d); if there is no data for the category, put “None”. Information on funding amounts for both external and internal grants should include **both the percentage of your share, and the total amount of the grants**. The only roles to be included in the information are Principal Investigator, Co-Principal Investigator, Investigator, or Sponsor of Junior Faculty. Expand the charts as needed.

**a. Funded Externally** –

1. Provide a listing of each externally funded grant, including the title and effective dates of the contract/grant, the amount of the award, the percentage assigned to you, the name of the external funding agency, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Senior Personnel, Investigator or Sponsor. **No other roles should be included in this list.** If applicable, the list should include funding received while employed by another institution.

**List of External Funding 2**

<b>Role</b>	<b>Agency</b>	<b>Grant Title &amp; Dates</b>	<b>Total Award</b>	<b>Candidate Allocation (Amount)</b>

2. Provide an overall Summary, by Role, of the information from the list in a.1. above:

<b>Summary of External Grant Funding ROLE</b>	<b>TOTAL</b>	<b>Direct Costs</b>	<b>Indirect Costs</b>
<b>Principal Investigator</b>			
<b>Co-Principal Investigator</b>			
<b>Investigator</b>			
<b>Sponsor of Junior Faculty</b>			
<b>Total</b>			

3. A short narrative explanation of external grant funding may be included.

**b. Funded Internally –**

1. Provide a listing of each internally funded grant, including the title and effective dates, the amount available to you, the name of the internal funding unit, and your role, i.e., P.I., co-P.I. (including percentage responsibility), Investigator, or Sponsor. **No other roles should be included on this list.**

**List of Internal UF Funding**

<b>Role</b>	<b>Agency</b>	<b>Title &amp; Dates</b>	<b>Total Award</b>

2. Provide an overall Summary, by Role, of the information from the list in b.1. above:

**Summary of Internal Grant Funding**

<b>ROLE</b>	<b>TOTAL</b>
Principal Investigator	
Co-Principal Investigator	
Investigator	
Sponsor of Junior Faculty	
Total	

3. A short narrative explanation of internal funding may be included.

**(NOTE: Do not include information on submitted grants that are pending or that were not funded.)**

**17. UNIVERSITY GOVERNANCE AND SERVICE (LAST FIVE YEARS)**

This area should include information regarding the nominee’s service to the university such as membership on university, college, and department/center committees. **Put “None” under all subheadings where you have nothing to report.**

- a. University
- b. College
- c. Department/Center

**18. CONSULTATIONS OUTSIDE THE UNIVERSITY (LAST FIVE YEARS)** – Use this area for consultations that are not part of your assigned duties and responsibilities but are relevant to your scholarly career. Indicate the work performed, the organization, or employer and the date(s).

**19. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON EDITORIAL ADVISORY BOARDS OR REVIEWERS FOR SCHOLARLY JOURNALS (LAST FIVE YEARS)**

Please indicate whether the nominee was an editor, served on an editorial advisory board, or was a reviewer, the name of the journal or publication, the date(s) of service and the amount of reviewing/editing done.

Indicate whether you were an editor, served on an editorial advisory board, or were a reviewer; the name of the journal or publication, the date(s) of service; and the approximate amount of reviewing/editing you did. **Put “None” in every category and subcategory for which you have no entries.**

- a. Editor
- b. Editorial Advisory Boards
- c. Reviewer for Scholarly Journals
- d. Book Manuscripts Reviewed

**20. INTERNATIONAL ACTIVITIES (LAST FIVE YEARS)**

Briefly describe teaching, research, and service activities in light of their significance for your scholarly career, including your rationale and goals for engagement in international activities, and any outcomes or impact resulting from your international engagement. This section allows you to summarize and attach significance; do not list items, or repeat items noted elsewhere.

**21. EXTENSION PROGRAM (for IFAS only; LAST FIVE YEARS)**

Delineate the major programs carried out during the time period covered by the application. For each program delineated, specify the problems, issues or concerns addressed, the audience(s)

targeted, the major objectives of the program (stated in terms of clientele change), the teaching/learning activities carried out, and evidence of program impact or progress to date in meeting the stated objectives. Refer to separate guidelines (<http://personnel.ifas.ufl.edu/>) provided by IFAS regarding preparing this section.

## **22. CLINICAL SERVICE OR CLINICAL ACTIVITIES**

Documentation can include information such as geographic extent of referral base, fiscal impact, unique clinical service, RVUs, etc. **Limit to 750 words.**

## **23. SERVICE TO SCHOOLS**

In 1984, the Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. List such service in this section. Service must be related to your academic field; do not include general volunteer work.

## **24. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION (LAST FIVE YEARS)**

Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and offices held. Examples of independent professional contributions would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings are to indicate dates of service.

### **A. MEMBERSHIPS**

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

### **B. ACTIVITIES IN THE PROFESSION**

- a. International
- b. National
- c. Regional
- d. State
- e. Local
- f. Other

## **25. HONORS (LAST FIVE YEARS)**

**If you have entered these in the Online Promotion and Tenure self-service module, they will auto-populate in this section. Please delete entries that are older than 5 years.** List those honors, awards and prizes received as part of your professional career.