

**2016-2017 UNDERGRADUATE TEACHER
OF THE YEAR AWARDS
GUIDELINES FOR APPLICATION**

September 2016

PURPOSE: These awards are to encourage and reward excellence, innovation, and effectiveness in undergraduate teaching

ELIGIBILITY:

- 1) Nominations for college-level undergraduate teaching awards may be solicited from:
 - Former students, faculty members, department chairs, and/or higher-level administrators.
 - Self-nomination is acceptable, but must be selected at the college level before being forwarded for consideration at the university level.
- 2) Individuals who received an undergraduate teaching award at the college or University level during the previous two years are not eligible. (Current evaluation committee members are not eligible nor can they submit letters of support.)
- 3) The individual must be a full-time faculty member (tenured, tenure-track or other regular faculty appointment including lecturer or clinical faculty, but not OPS appointees) who has been responsible for teaching at least two undergraduate courses during the relevant **calendar** year (**spring 2016, summer 2016, and fall 2016.**)

PACKET MATERIALS:

- 1) Nominees must submit a portfolio of material as outlined on Attachment #2.
 - a) Chair's letter: Should directly address how nominee's teaching fulfills the criteria.
 - b) Teaching Philosophy: a statement of the nominee's approach to teaching, the pedagogical methods they employ, and the ways in which they have met the criteria.
 - c) Documentation: Required and Optional. The documentation should, wherever possible, address the criteria.
- 2) All sections of the portfolio are to be labeled in header with candidates name and department and typed in 12 point font. The portfolio cannot exceed page limitations. Those whose portfolios exceed the page limits will not be reviewed at the university level.

CRITERIA:

- 1) Evidence of an approach to teaching that is engaging, rigorous, creative, and innovative.
- 2) Evidence of an ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
- 3) Evidence of effective communication with and responsiveness to students.
- 4) Evidence of leadership in teaching (which may include supervision of student assistants and associates and instructors; publications; professional engagement; teaching materials, etc.).
- 5) Evidence of lasting impact on students and investment in their success beyond UF.

NOMINEES' RESPONSIBILITIES:

- Submit a portfolio of material (one PDF) as outlined on Attachment #2.
- Complete the appropriate section of the Undergraduate Teacher of the Year Nominee Cover Page (Attachment #1)

COLLEGE DEAN OR DESIGNEE RESPONSIBILITIES:

- Identify a college coordinator for the nomination process; provide the name to Associate Provost's Office, Ileana McCray (mccrayi@ufl.edu). Announce the nominations for Undergraduate Teaching Awards at college and departmental level.

- Appoint a committee to evaluate the nominees and recommend candidates, equal to the number of awards allocated to the college. Provide names of committee members to Ileana McCray (mccrayi@ufl.edu). (Committee members are not eligible for award nor can they submit support letters.)
- The committee members must include at least one previous college-level award winner and other individuals with established teaching reputations.
- Students are to be selected by the relevant college student council and must make up no less than one-fourth of the membership.
- Select nominees to be forwarded to the University-wide level.
- Complete Dean/Director portion of Attachment #1.

COLLEGE COORDINATORS' RESPONSIBILITIES:

- Notify all nominees and provide them with a list of the materials required, and criteria listed above.
- Assist candidate in assembling the required materials and in soliciting any supporting letters from department chairs, peers, students, etc.
- Ensure that the page limits for portfolio do not exceed limits. Portfolios that exceed page limits will not be considered for the University-level awards.
- Complete the Cover Page (Attachment #1) for each awardee, (college-level and University-level). One sheet for each person who will be receiving a plaque at the Awards Reception.
- For University-level nominees ONLY, a nomination packet (one PDF of Attachment #2) must accompany the Cover Page.

COLLEGE COMMITTEE RESPONSIBILITIES:

- Recommend to respective Dean/Director the individuals to receive the college-level awards.
- From the college-level awardees, recommend university-wide candidates.

DEADLINES:

September 2016

Associate Provost notifies Academic Deans and Directors of the Undergraduate Teacher Awards program and requests that they advise faculty on application procedures for College Awards

November 2016:

Last day nominations can be received for consideration by college-level committees

January 27, 2017:

The following electronic PDF materials are due in the Office of the Associate Provost (to Ileana McCray, mccrayi@ufl.edu):
 (A) Attachment #1 (Cover Page) for all college-level award recipients;
 (B) Portfolios (PDF) for each nominee for a University-wide award **along** with the Cover Page.

February 2017:

Review is conducted by University-wide award selection committee.

Early March 2017:

Names of University-wide recommended award winners are submitted by Associate Provost to Provost.

ATTACHMENT #1

UNDERGRADUATE TEACHER AWARDEE INFORMATION
Cover Page

Due January 27, 2016 to Ileana McCray, mccrayi@ufl.edu

Complete one sheet (without packet) for each college-level awardee.

Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: _____

Department/Unit: _____

Nominee Information:

Full Name and Title: (Dr., Ms., etc.) _____

(Please indicate name and academic credentials as they should appear on the plaque.)

Position Title: _____ UFID: _____

Phonetic Pronunciation of Name: _____

Email address of nominee: _____

Award Level: (select one)

_____ College-level award only

_____ College-level award AND University-level award nominee (packet attached).

Earning Account Code #: _____

(Earning Account Code # is the HR Account Number)

Dept. Code (Dept. ID): ____ _ (must include all 8 digits)

College budget office contact/email: _____

(Provost Office will advise when payments will occur or should be processed by College)

Nominee Signature

Dean's Signature

2016-17 Undergraduate Teacher of the Year Portfolio
ATTACHMENT #2

- If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/policies-guidelines/signature-usage/>
- You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or to information only accessible via password.
- Please use the section headings as listed below; do not add additional sections.
- Key your responses, as appropriate, to the stated criteria in the "Guidelines."

UNDERGRADUATE TEACHING AWARD

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1)	1
2.0	Chair's Letter	2
3.0	Teaching philosophy	2
4.0	Documentation - Required	n/a
4.1	Student evaluations: numerical evaluations from previous 2 academic years	5
4.2	Student letter(s) (NO CURRENT STUDENTS)	3
4.3	Peer teaching evaluations, if available (most recent 2 years; NO CURRENT MEMBERS OF EVALUATION COMMITTEE)	3
4.4	Sample assignments and exams directly addressing the criteria	3
4.5	Evidence of the 5 criteria listed in the "Guidelines"	5
5.0	Documentation - Optional	n/a
5.1	Teaching Awards/Honors	1
5.2	Bibliography of articles or other publications on teaching	1
5.3	Metrics or other data demonstrating student success	2
	TOTAL MAXIMUM PAGES	28

*Use the Section #'s listed to organize packet

UNDERGRADUATE TEACHER OF THE YEAR CHECKLIST

For College-Level Awardees:

1. Send in a completed Information page (ATTACHMENT 1) for each college-level awardee. We need the correct spelling and pronunciation of their names in order to recognize them at the Awards Reception.
2. Send in ONLY the Information page for college-level awardees. We do not need a copy of the packet.

For Awardees being sent forward as nominees for the University-Level Awards:

1. Check that packets follow the guidelines listed on ATTACHMENT 2.
2. Check that the appropriate signatures are on ATTACHMENT 1.
3. Complete an Information sheet (ATTACHMENT1) and use as a cover page for each packet.
4. Do not send packets in binders, pocket folders or sleeves. Submit in one PDF packet with the Information Page on top.

Submit to imccray@aa.ufl.edu