

**2017-2018 UNDERGRADUATE TEACHER  
OF THE YEAR AWARDS  
GUIDELINES FOR APPLICATION**

**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 2017, summer 2017, and fall 2017.**)

**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, PVFA@aa.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. (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 2017

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 2017:

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

January 26, 2018:

The following electronic PDF materials are due in the Office of the Associate Provost, PVFA@aa.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 2018:

Review is conducted by University-wide award selection committee.

Early March 2018:

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