

CALS Undergraduate Teacher of the Year (TOTY) Award: 2018

Complete Nomination Packets are Due to the CALS Dean's office Friday November 30, 2018 by 5:00 pm
Electronically submit as a PDF to wysocki@ufl.edu

ELIGIBILITY CRITERIA FOR NOMINEES:

- 1) Nominations for college-level undergraduate teaching awards may be solicited from:
 - Former students, faculty members, department chairs, and/or higher-level administrators.
- 2) Self-nomination is acceptable, but must be selected at the college level before being forwarded for consideration at the university level. Individuals who received a teaching award at the college or university level during the previous two years are not eligible. Current college evaluation committee members are not eligible (Current evaluation committee members are not eligible nor can they submit letters of support.). CALS evaluation committee members are listed under appointed committees at: <http://cals.ufl.edu/faculty-staff/committees.php>.
- 3) The individual must be a 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 2018, summer 2018, and fall 2018**).

Excellence, effectiveness and innovation (course design and/or instruction) should be demonstrated in the portfolio material.

PACKET MATERIALS:

1. Submit a portfolio of material as outlined in Table 1.
2. All sections of the portfolio are to be labeled in header with candidate's 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 college or university level.
3. Chair's letter: Should directly address how nominee's teaching fulfills the criteria stated in item 5 (5A, 5B, 5C, 5D, 5E) of this list.
4. 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.
5. Documentation in portfolio (section 4.5) of candidate's addressing of these **five criteria**:
 - A. Evidence of an approach to teaching that is engaging, rigorous, creative, and innovative.
 - B. Evidence of an ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
 - C. Evidence of effective communication with and responsiveness to students.
 - D. Evidence of leadership in teaching (which may include supervision of student assistants and associates and instructors; publications; professional engagement, teaching materials, etc.).
 - E. Evidence of lasting impact on students and investment in their success beyond UF.
6. Excellence, innovation and quality (not quantity) should be demonstrated in the portfolio material.
7. Complete the appropriate section of the nomination cover page (sign it, etc.). File name: Cover-Page-UG-TOTY-Faculty-Award-2018. This is located on the CALS website <http://cals.ufl.edu/trc/teaching-awards.php>.

Table 1 Portfolio Guidelines: Undergraduate Teacher of the Year Award

- 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/>.
- 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.

*Section	Topic	Max Pages
1.0	Cover Page (Use Attachment 1.) (Be sure to complete your section and sign it.)	1
2.0	Chair's Letter (Addresses how nominee's teaching meets criteria.)	2
3.0	Teaching Philosophy (Address criteria when possible.)	2
4.0	Documentation required for each subsection under section 4	n/a
4.1	Student Evaluations (Numerical evaluations from previous 2 academic years.)	5
4.2	Student Letter(s) No Current students from classes you teach fall 2018) (Suggestion: Include at least 1 letter from a former student.)	3
4.3	Peer Teaching Evaluations (If available include from last 2 years. Some colleges/units peer assess teaching on a more regular basis than CALS. Use your Peer Assessment of Teaching for this section and summarize to meet the page limit. Current CALS Teaching Awards Committee members cannot have participated in your peer assessment.)	3
4.4	Sample Assignments and Exams (Show examples that directly address each of the criteria.)	3
4.5	Evidence of the 5 Criteria (5A, 5B, 5C, 5D, 5E) listed in item 5 of the instructions.	5
5.0	Documentation is optional for each subsection under section 5, but strongly encouraged	n/a
5.1	Teaching Awards/Honors (Teaching awards and honors from any level – department, college, university, discipline.)	1
5.2	Bibliography of articles or other publications on teaching and the Scholarship of Teaching (Information on articles or other publications on teaching. Include participation in the CALS Teaching Enhancement Symposium, leading departmental seminars on teaching, leading professional society sessions on teaching.)	1
5.3	Student Success (Metrics or other data demonstrating student success. Address criteria when possible.)	2
	TOTAL MAXIMUM PAGES	28

* Use the Section #'s and topics listed to organize packet. The numbering corresponds to the UF guidelines.

Updated September 9, 2018