2024-2025 UNDERGRADUATE TEACHER OF THE YEAR AWARDS
GUIDELINES FOR *APPLICATION*

This document explains **who is eligible** for the TOY award and **how to prepare the application materials**. Information on the roles and responsibilities of the individuals involved in the process of applying for the award and reviewing the applications is available in the "Guidelines for Administration."

PURPOSE
These awards encourage and reward excellence, innovation, and effectiveness in undergraduate teaching.

ELIGIBILITY
1) Nominations for college-level undergraduate teaching awards may be solicited from past students (e.g., not under your supervision while you are preparing this application), faculty members, department chairs, and/or higher-level administrators.
   - Self-nomination is acceptable at the college 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) Nominees must be full-time faculty members (lecturers/instructional professors, clinical, tenure-track, or tenured, but not OPS appointees) who have taught at least two undergraduate courses during the relevant *calendar* year (**spring 2024, summer 2024, and fall 2024.**)

NOMINEES' RESPONSIBILITIES:
1) Complete the appropriate section of the Undergraduate Teacher of the Year Awardee Information Cover Page (available at https://aa.ufl.edu/awards/uf-internal-awards/teacher--adviser-of-the-year/) and include it as Page One of your portfolio
2) Solicit letter of support from your chair/director
   - Letter should be submitted directly to your College Coordinator
3) Solicit up to three letters of support from former students
   - Letters should be included in your portfolio
4) Submit a single PDF portfolio that includes all material outlined in the table below to your College Coordinator

SPECIFICATIONS FOR LETTERS OF SUPPORT
1) Chair's letter of support:
   - 1-2 pages that directly address how the nominee's teaching meets the criteria enumerated in the table below
   - Submitted directly to the College Coordinator, who adds them to the portfolio
2) Student letters of support:
   - Up to three letters
   - Submitted to faculty for inclusion in the portfolio
     NOTE: Do not solicit letters from students you are supervising during the semester you prepare this packet

INSTRUCTIONS FOR PRESENTING COURSE EVALUATIONS
To prepare your evaluations for inclusion in the portfolio:
1) Access and download your evaluation report through the path outlined on the Gator Evals OPT Download site: https://gatorevals.aa.ufl.edu/instructors/instructor-reports/gatorevals-

myufl-report/.

2) The first item in the report is a table listing your evaluation summaries alphabetically by course prefix. Delete all the rows of data except those for courses taught in the terms relevant for this award.
   - You may reformat the table and add headings so that courses taught in the same semester appear together.
3) The rest of the report is a printout of student evaluations from most- to least-recent semester and year.
   - Delete all evaluations except those for courses taught in the terms relevant for this award.
   - Add the abbreviated table and appropriate evaluations to the portfolio as item 3.1.

PORTFOLIO MATERIALS
As you prepare your portfolio, be aware that:
- All sections of the portfolio should be typed in 12-point font and labeled in header with candidate's name and department.
- If you use UF colors and/or logos in packet materials, you should adhere to the most recent UF Brand Center Guidelines: http://www.identity.ufl.edu/.
- You may include links to publicly accessible web-based materials (e.g., no Gatorlink required for access), but please select representative examples. Do not include links to entire courses.
- You should organize your portfolio into sections using headings listed in the table below; do not add additional sections.

Portfolios should include:

*Section	Materials	Limitations
1.0	Completed Cover Page	Max 1 page
2.0	Teaching philosophy • A brief general statement of the values and methods that animate your teaching	Max 2 pages
Required Documentation ALL MATERIALS SHOULD BE FROM THE PREVIOUS TWO ACADEMIC YEARS		
3.1	Student Evaluations • Summary table and printouts from the relevant semesters as described above	N/A
3.2	Student letters of support • Do not solicit letters from students you are supervising during the semester you prepare this packet	No more than 3
3.3	Peer teaching evaluations • Do not solicit evaluations from current members of the evaluation committee	No more than 2
3.4	Sample assignments and exams	No more than 3
4.1 4.2 4.3	Demonstration of alignment with evaluation criteria: Explain and give examples of how your teaching aligns with the evaluation criteria. Provide a brief (1-2 paragraph) discussion of each item. • *Teaching that is engaging, rigorous, creative, and innovative.* • *The ability to promote critical, independent, and original thinking in students, including the active guidance of student research projects, portfolios, etc.* • *Socially responsive instruction, including but not limited to the use of a culturally diverse curriculum and clear demonstrations that the applicant values the social identities of all students.*	Max 9 pages

4.4	• *Accessible and inclusive instruction demonstrating a commitment to meet the needs of diverse learners through utilizing Universal Design for Learning Principles and/or other best practices for inclusive course design.*	
4.5	• *Incorporation of technology to enhance student engagement and learning.*	
4.6	• *Effective communication with and responsiveness to students.*	
4.7	• *Leadership in teaching (which may include supervision of student assistants and associates and instructors; publications or professional engagement around pedagogy issues; preparation of specialty teaching materials, etc.).*	
4.8	• *Lasting impact on students and investment in their success beyond UF.*	
4.9	• *Continued investment in the craft of teaching through engagement in teaching and learning-focused workshops, learning communities, and research.*	
Optional Documentation ALL MATERIALS SHOULD BE FROM THE PREVIOUS <u>FOUR</u> ACADEMIC YEARS		
5.1	Teaching Awards/Honors received • List each award name and the awarding body, and give a brief description	Max 1 page
5.2	Articles or other publications on teaching • List each publication, any co-authors, and provide a brief abstract	Max 1 page

* Use the Section numbers in the left column to organize your portfolio sections. Do not exceed page or item limits.

EVALUATION CRITERIA

The evaluation committee will review all portfolio materials for evidence of
1) An approach to teaching that is engaging, rigorous, creative, and innovative. The strongest portfolios will demonstrate the ability to engage in and promote instructional interactions grounded in theory, research and educational practice.
2) An ability to promote critical, independent, and original thinking in students, including the active guidance of student research projects, portfolios, etc.
3) Socially responsive instruction, including but not limited to the use of a culturally diverse curriculum, and clear demonstrations that the applicant values the social identities of all students.
4) Accessible and inclusive instruction committed to meeting the needs of diverse learners through Universal Design for Learning Principles and/or other best practices for inclusive course design.
5) Incorporation of technology to enhance student engagement and learning.
6) Effective communication with and responsiveness to students.
7) Leadership in teaching (which may include supervision of student assistants, associates, and instructors; publications or professional engagement around pedagogy issues; preparation of specialty teaching materials, etc.).
8) Lasting impact on students and investment in their success beyond UF.
9) Continued investment in the craft of teaching through engagement in teaching and learning focused workshops, learning communities, and research.

QUESTIONS REGARDING THE APPLICATION PROCESS
Address any questions regarding the application process to your College Coordinator.