

TEACHER/SCHOLAR OF THE YEAR

University of Florida
TEMPLATE

This template must be used by candidates for the Teacher/Scholar of the Year award.

Information should cover your professional career, unless otherwise noted. You should enter the information directly into the template, **DELETE the instructions when finished** and save as a PDF file for transmittal. Only files completed and saved as PDF will be accepted.

DUE: 5:00 p.m. on January 25, 2019 to PVFA@aa.ufl.edu.

CANDIDATE INFORMATION:

Name: _____ Title: _____
Department: _____ College: _____
Campus Address: _____ Phone: _____
Email: _____
Chair's/Director's Name: _____
Other UF Affiliations (i.e., Institute, Center, etc.): _____
Year Tenure Awarded: _____
Highest Degree Obtained: _____
Name of Degree-Granting Entity: _____

ATTACH: Letters from Chair/Director and Dean outlining contributions to the teaching, research, and service mission of your units.

1. AREAS OF SPECIALIZATION

Briefly list your area(s) of specialization.

2. ASSIGNMENT SINCE LAST PROMOTION (NOT TO EXCEED FIVE YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent

List your assignment **while employed at UF** beginning with the previous academic year (August to August) and working backwards. **Do not include the current year's assignment.** List only those years during which you were under contract with UF.

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%.

Year						
Teaching						
Research						
Service						
Extension						
Clinical						
Total						

3. INSTRUCTIONAL ACCOMPLISHMENTS and TEACHING PHILOSOPHY

In no more than 1000 words, describe your instructional accomplishments and teaching philosophy 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, CD ROMs, educational software and multimedia materials. Instructional activities may include supervision of honors thesis and research projects, and formal mentoring of undergraduate and graduate students.

4. TEACHING EVALUATIONS

Insert summaries of the past 5 years of course evaluations, by individual course, taken from <https://evaluations.ufl.edu>

5. GRADUATE COMMITTEE ACTIVITIES

Candidate's Role	Student	Major	Complete Date

6. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE

In no more than 750 words explain your research/creative contribution to your discipline. Describe briefly the overall area within which your research/creative program falls and 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 specific works or grants listed elsewhere in the packet. Simply reference works published, exhibited, or supported by various sources. Please address the quality of the journals in which you publish and the impact of your research/creative program.

7. CREATIVE WORKS OR ACTIVITIES

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.

8. PATENTS AND COPYRIGHTS

Include date(s) with each item and give an indication of the significance of its (their) contribution to the profession/discipline.

9. PUBLICATIONS

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 in 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 “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 entered 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 finally accepted for publication by an editorial board or similar entity empowered to authorize 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.
- (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 you wrote. Reviews of your work, if included, should be listed in Section 7.
- (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) Online publications require a letter from the publisher unless the publication can be accessed via a URL.

Categories:

- 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)

10. LECTURES, SPEECHES, POSTERS PRESENTED AT PROFESSIONAL CONFERENCES

Include since your last promotion (not to exceed five years) or from UF employment whichever is more recent. The entries must specify if the presentation was invited. Lectures, speeches, or posters presented by postdoctoral associates, graduate students, or others under your supervision should be summarized or discussed in Section 3.

11. CONTRACTS AND GRANTS SINCE THE LAST PROMOTION (NOT TO EXCEED TEN YEARS) OR FROM UF EMPLOYMENT, whichever is more recent.

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, Senior Personnel, 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 <Year> to <Year>

Role	Agency	Grant Title & Dates	Total Award	Candidate Allocation (Amount)

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

b. Funded Internally –

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

List of Internal UF Funding <Year> to <Year>

Role	Agency	Title & Dates	Total Award

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

12. UNIVERSITY GOVERNANCE AND SERVICE

This area should include information regarding the nominee’s service to the University of Florida for the past 10 years such as membership on university, college, and department/center committees.

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

13. EDITOR OF SCHOLARLY JOURNALS, SERVICE ON EDITORIAL ADVISORY BOARDS, REVIEWER FOR SCHOLARLY JOURNALS

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

14. INTERNATIONAL ACTIVITIES

In 750 words, describe international 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.

15. EXTENSION PROGRAMS (IFAS only)

Briefly provide representative examples of two successful IFAS programs and their outcomes.

16. CLINICAL SCHOLARLY & TEACHING ACTIVITIES (HSC only)

In 750 words or less, describe the impact of clinical scholarly and teaching activities for the past five years.

17. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

List your contributions to your profession in professional societies and organizations. Include committee memberships and any offices held. Examples of independent professional activities would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings must indicate dates of service.

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

18. HONORS

List those honors, awards and prizes received as part of your professional career.

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