# GUIDELINES FOR THE
# UNIVERSITY OF LOUISVILLE DISTINGUISHED TEACHING PROFESSOR AWARDS

The Distinguished Teaching Professor Awards recognize the excellent teaching performed by faculty at UofL and the significant impact faculty has on students. Up to five awards may be given annually.

Each academic unit has a designated Unit Committee that officially compiles and transmits the nominations to the University-wide Selection Committee. The University-wide Selection Committee appointed by the President and composed of representatives from each of the academic units, screens the nominations for the final selection. To avoid undue advocacy on the part of the units, it is strongly urged that the Unit Committee chairperson not be nominated for the University-wide Selection Committee.

Each unit can nominate one full-time faculty nominee and one part-time faculty nominee. Full-time nominees must be tenured, tenure-track, or contracted. All nominees must have been employed by the University of Louisville for the five preceding years. The University-wide Selection Committee will screen the slate of nominees for up to four full-time faculty and one part-time faculty who will receive the award.

Awards are given to faculty selected by the University-wide Selection Committee, which represents all of the academic units of the University. The presentation of these awards will occur at a ceremony during the fall term. Recipients are awarded $1,000, an academic medallion, and for the rest of their active career at the University, they have the title of Distinguished Teaching Professor. This title is honorary and not a Board-designated faculty rank. This award can only be received once during an individual's career. The accomplishments of those nominees not receiving the awards will be acknowledged publicly at appropriate occasions held in their units.

## Preparing the Nomination

The nomination forwarded by the unit to the University-wide Selection Committee must be accompanied by information which contains evidence in support of the nomination. A nominating statement, prepared by the person making the nomination, should accompany the nominee's materials. It is imperative that the nominating statement presents a clear and persuasive case for the nomination. Self-nomination is not permitted.

The first half of the nomination should include an introductory section which not only includes letters of support from the dean and the department head when applicable, but also evaluates the nominee in terms of some or all of the characteristics of distinguished teaching. The criteria used undoubtedly will vary from unit to unit; consequently, criteria for distinguished teaching should be clearly enumerated. A statement from the nominee about his or her teaching philosophy is also required.

The second half of the nomination should be constituted of supporting materials, examples of which are outlined on the following page.

Nominations to the Unit Committee are due March 4, 2014.

**Each unit committee may submit one full-time nominee and one part-time nominee to the President's Office by Friday, April 11, 2014.**

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In the past, units have shown an understandable and commendable desire to present the best case for a nomination. Although it is difficult to impose a limit, please restrict the number of letters of support to five, not including letters of support for the nominee from the unit's dean and the department chair if applicable. The evaluations of teachers by students are important sources of evidence, but please do not attach forms filled out by students that are not summarized. A summary of student evaluations should be used if warranted by the nomination. (It is the nominator's choice).

Nominations of individuals who don't receive the award may be updated and resubmitted if the nominator wishes to have the nominee considered for an award during a succeeding year.

Nomination Materials

The outline that follows is an example of the elements of an appropriate nomination:

I. Nomination

A. Introduction which should include letters from the dean and the department head (if applicable).

B. Unit statement of the criteria used to declare the candidate deserving, and *specific* instances of how the candidate meets the criteria.

Suggestions for Criteria for Excellence in Teaching
1. Breadth and Variety
2. Inspiration
3. Currency (i.e., effective modeling of pedagogical principles and effective use of technology in instruction)
4. Forethought
5. Flexibility
6. Motivation for Professional Development
7. Mentorship, i.e., generosity in outlook and the encouragement of scholarship

C. Nominee's Statement about Professional Teaching Philosophy.

II. Appendix

A. No more than 5 letters of support (not including letters from the Dean and the department Chair).

B. Summary of student evaluations.

C. Current curriculum vitae (C.V.).

D. Sample syllabi, tests, and or project assignments.

**NOTE:** All materials submitted must fit in **one 1" three-ring binder**. The materials may not exceed a Curriculum Vita plus 25 one-sided pages. ***Nomination material will be copied for the Selection Committee, so please do not use plastic sleeves for page covers***. The University-wide Selection Committee urges Unit Committees to observe these stipulations.

Any additional information will be put on reserve in the President's Office.