

## **Guidelines: Distinguished Faculty Awards in Teaching**

### **Purpose of the Award**

To honor Arts & Sciences faculty members' excellence in teaching and its significant impact on students.

### **What Is Awarded**

\$400, a plaque, recognition at the College of Arts & Sciences' Celebration of Excellence in April, and nomination to the university-wide presidential distinguished faculty awards.

### **How the Awards Are Adjudicated**

The Ad Hoc Committee on Awards selects finalists and forwards them to the Dean, who approves winners.

### **Eligibility**

All full-time and part-time faculty are eligible. Full-time nominees must be tenured, tenure-track, or contracted. All nominees must have been employed by the university for the preceding five years years.

**The award can only be received once during an individual's career.** Nominations of individuals who don't receive the award may be updated and resubmitted in a later year. To align with university-wide presidential awards, self-nominations will not be accepted.

### **Preparing the Nomination**

Nominations require:

- 1) A persuasive rationale with a delineation of the criteria used to declare the nominee's teaching as outstanding.
- 2) An updated C.V. listing articles, books, materials, or other documentation
- 3) Nominators must obtain the consent of their nominees.

Submit nomination packets to the webform on the Awards website (<https://louisville.edu/artsandsciences/faculty-staff/awards-recognition/awards/nominations>)

Deadlines vary from year to year and are listed on the website at: (<https://louisville.edu/artsandsciences/faculty-staff/awards-recognition/awards/nominations>)

## **Additional Materials for Finalists; University-wide Presidential Awards**

From the pool of nominations received, the Committee will compile a short list of finalists. For those finalists, the committee will solicit further information to comply with the requirements of the university-wide presidential awards, including:

- A letter of support from the department chair
- Nominee's statement of professional teaching philosophy
- Additional letters of support, if warranted (No more than two)
- Summary of student evaluations
- Sample syllabi, tests, or project assignments

Winners become the A&S nominees for the university-wide presidential distinguished faculty awards in that category.