

Distinguished Faculty Award Guidelines and Criteria

Teaching

About the award

The Distinguished Teaching Professor Awards recognize the excellent teaching performed by faculty at the University of Louisville and the significant impact faculty has on students. The awards are given annually in the following categories:

- Full-time Faculty Teaching Award
- Part-time Faculty Teaching Award

Unit Committee and Selection Committee

Each academic unit has a designated unit committee responsible for compiling and submitting nominations to the university-wide selection committee. Self-nominations are not allowed. Any full-time University of Louisville faculty member may nominate an individual with the consent of the nominee to the unit committee. This university-wide selection committee, which includes at least one previous awardee from each unit and division, reviews the nominations to make the final selections.

To prevent any potential bias, it is strongly recommended that the chairperson of the Unit Committee not be nominated for the University-wide Selection Committee.

Nominations to the unit committee must be submitted by January 31.

Nominee Criteria

To be eligible, nominees must

- be full-time tenured, tenure-track, or contracted faculty. Those who are or have been on sabbatical or other leaves are eligible. Faculty in phased retirement are eligible. (Full-time award recipients only)
- have been employed by the University of Louisville for five years prior to the current year.
- demonstrate excellence in teaching within the past five years.
- not have received this award anytime in their career or any other distinguished faculty award in the past five years.

Resubmission Guidelines

Nominations for individuals who did not receive the award can be revised and resubmitted in subsequent years. This award can only be received once during an individual's career, therefore past recipients are not eligible for resubmission.

Nomination Criteria and Materials

Each academic unit can nominate one full-time faculty nominee and one part-time faculty nominee. While the unit committee may establish its own guidelines, it must ensure that the

nominee criteria are met, and the following materials are included. The unit committee is responsible for compiling the nominee's dossier.

Cover/Nomination Letter: The cover letter should clearly articulate the reasons for the nomination, detailing the specific achievements and contributions that make the nominee outstanding. This should also evaluate the nominee in terms of some or all the characteristics of distinguished teaching. The criteria used undoubtedly will vary from unit to unit; consequently, criteria for distinguished teaching should be clearly enumerated. See below suggested criteria for excellence in teaching.

Teaching Philosophy: A statement from the nominee about his or her teaching philosophy is also required.

Letters of Support: A maximum of three letters of support (excluding the cover letter) should be included. These letters should evaluate the quality and impact of the nominee's work for the past five years (or career, if applicable) and can come from either internal or external sources.

Additional Nomination Materials: The nomination must include a current curriculum vitae (C.V.).

Nomination Template: Please include the required materials in the following order, combined as one PDF document.

- cover/nomination letter
- current curriculum vitae (C.V.)
- letters of support (up to three)

Suggestions for Criteria for Excellence in Teaching

- Breadth and Variety
- Inspiration (i.e., ability to inspire students to do their best work)
- Currency (i.e., effective modeling of pedagogical principles and effective use of technology in instruction)
- Forethought (i.e., well planned syllabi, assignments and other materials)
- Flexibility
- Motivation for Professional Development
- Mentorship, i.e., generosity in outlook and the encouragement of scholarship
- Nominee's Statement about Professional Teaching Philosophy.

Selection Criteria

The recipients of the awards should be selected based on exceptional teaching either full or part-time at the University of Louisville. It is anticipated that in some years an award will be made in each category. In other years the University-wide Selection Committee may not recommend individuals for an award in each category if the criteria are not met.

Recipients Receive

- A cash award of \$1,000
- An engraved academic medallion
- Recognition in UofL Today
- A highlight on the Employee Success Center website
- Recognition at the Annual Presidential Excellence Awards Reception