

Distinguished Faculty Award Guidelines and Criteria

TEACHING PROFESSOR AWARD

About the award

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, including at least one previous awardee from each unit and division, 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. Self-nomination is not permitted. **Nominations to the Unit Committee are due January 31.**

Nomination period

Each unit committee may submit only **one full-time nominee and one part-time nominee** on the Employee Success Center's recognition website **no later than February 15.**

Preparing the nomination

A cover letter must accompany the nomination forwarded by the academic unit committee to the University-wide Selection Committee. It is imperative that the cover letter presents clear reasons for the nomination.

The first half of the nomination should include an introductory section, which not only includes the cover letter from the academic unit, 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.

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 three

(excluding the cover letter). Nominations of individuals who do not 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 a cover letter explaining the reasons for the nomination.
 - b. Unit statement of the criteria used to declare the candidate deserving, and specific instances of how the candidate meets the criteria.
 - c. Suggestions for Criteria for Excellence in Teaching
 - i. Breadth and Variety
 - ii. Inspiration (i.e., ability to inspire students to do their best work)
 - iii. Currency (i.e., effective modeling of pedagogical principles and effective use of technology in instruction)
 - iv. Forethought (i.e., well planned syllabi, assignments and other materials)
 - v. Flexibility
 - vi. Motivation for Professional Development
 - vii. Mentorship, i.e., generosity in outlook and the encouragement of scholarship
 - viii. Nominee's Statement about Professional Teaching Philosophy.
- II. Appendix
 - a. No more than 3 letters of support
 - b. Current curriculum vitae (C.V.).

NOTE: All nomination and supporting documentation for each nominee (excluding examples of original/scholarly work) must be compiled into one PDF file. The PDF file must be uploaded to the Employee Success Center recognition website. A sample PDF template will also be provided at the web address listed above. The nomination and supporting documentation will be held securely on the recognition database. The University-wide Selection Committee urges Unit Committees to observe these stipulations. All additional materials will be put on reserve in the President's Office. If a bibliography of these items is provided, a copy will be distributed to the selection committee along with the additional nomination materials.

Award recipients

This award can only be received once during an individual's career. The faculty selected by the university-wide selection committee will receive:

- An engraved academic medallion
- Cash award of \$1,000
- Feature on Employee Success Center recognition webpage
- UofL Today recognition
- Recognition at the Annual Faculty & Staff Excellence Reception