

**2017-2018 UNDERGRADUATE TEACHER
OF THE YEAR AWARDS
GUIDELINES FOR APPLICATION**

PURPOSE: These awards are to encourage and reward excellence, innovation, and effectiveness in undergraduate teaching

ELIGIBILITY:

- 1) Nominations for college-level undergraduate teaching awards may be solicited from:
 - Former students, faculty members, department chairs, and/or higher-level administrators.
 - Self-nomination is acceptable, but must be selected at the college level before being forwarded for consideration at the university level.
- 2) Individuals who received an undergraduate teaching award at the college or University level during the previous two years are not eligible. (Current evaluation committee members are not eligible nor can they submit letters of support.)
- 3) The individual must be a full-time faculty member (tenured, tenure-track or other regular faculty appointment including lecturer or clinical faculty, but not OPS appointees) who has been responsible for teaching at least two undergraduate courses during the relevant **calendar** year (**spring 2017, summer 2017, and fall 2017.**)

PACKET MATERIALS:

- 1) Nominees must submit a portfolio of material as outlined on Attachment #2.
 - a) Chair's letter: Should directly address how nominee's teaching fulfills the criteria.
 - b) Teaching Philosophy: a statement of the nominee's approach to teaching, the pedagogical methods they employ, and the ways in which they have met the criteria.
 - c) Documentation: Required and Optional. The documentation should, wherever possible, address the criteria.
- 2) All sections of the portfolio are to be labeled in header with candidates name and department and typed in 12 point font. The portfolio cannot exceed page limitations. Those whose portfolios exceed the page limits will not be reviewed at the university level.

CRITERIA:

- 1) Evidence of an approach to teaching that is engaging, rigorous, creative, and innovative.
- 2) Evidence of an ability to promote critical, independent, and original thinking in students, including in active guidance of student research projects, portfolios, etc.
- 3) Evidence of effective communication with and responsiveness to students.
- 4) Evidence of leadership in teaching (which may include supervision of student assistants and associates and instructors; publications; professional engagement; teaching materials, etc.).
- 5) Evidence of lasting impact on students and investment in their success beyond UF.

NOMINEES' RESPONSIBILITIES:

- Submit a portfolio of material (one PDF) as outlined on Attachment #2 (below).

2017-18 Undergraduate Teacher of the Year Portfolio
ATTACHMENT #2

--If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/>

--You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or to information only accessible via password.

- Please use the section headings as listed below; do not add additional sections.
- Key your responses, as appropriate, to the stated criteria in the "Guidelines."

UNDERGRADUATE TEACHING AWARD

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1) – please disregard – the College will complete this for HHP winner	1
2.0	Chair's Letter	2
3.0	Teaching philosophy	2
4.0	Documentation - Required	n/a
4.1	Student evaluations: numerical evaluations from previous 2 academic years	5
4.2	Student letter(s) (NO CURRENT STUDENTS)	3
4.3	Peer teaching evaluations, if available (most recent 2 years; NO CURRENT MEMBERS OF EVALUATION COMMITTEE)	3
4.4	Sample assignments and exams directly addressing the criteria	3
4.5	Evidence of the 5 criteria listed in the "Guidelines"	5
5.0	Documentation - Optional	n/a
5.1	Teaching Awards/Honors	1
5.2	Bibliography of articles or other publications on teaching	1
5.3	Metrics or other data demonstrating student success	2
	TOTAL MAXIMUM PAGES	28

Use the Section #'s listed to organize packet