

2009-2010 TEACHER/ADVISER OF THE YEAR AWARDS GUIDELINES FOR APPLICATION

[NOTE: guidelines pertain to both college and university-wide awards]

PURPOSE:

These awards are to encourage and reward excellence, innovation, and effectiveness in teaching and advising.

UNIVERSITY RESPONSIBILITIES:

- 1) Send memo to Academic Deans and advertise the nominations for Teaching and Advising Awards in the *Alligator* and other means at the university level.
- 2) Appoint committee for university-wide candidate reviews.

COLLEGE RESPONSIBILITIES:

- 1) Advertise the nominations for Teaching and Advising Awards at college and departmental level.
- 2) Designate a college coordinator for the nomination process and inform Ellen Sattler in Faculty Development (esattler@aa.ufl.edu) of the person's name.
- 3) Appoint a committee to evaluate the nominees and recommend candidates, equal to the number of awards allocated to the college. Provide names of committee members to Ellen Sattler.
 - a. The committee members must include at least one previous college-level award winner and other individuals with good reputations for teaching and/or advising.
 - b. Students are to be selected by the relevant college student council and must make up no less than one-fourth of the membership.
- 4) Select nominees to be forwarded to the university-wide level.
- 5) Type in all information for college level awardees and nominations for university-wide awards on Summary page attached as Table 1.

COLLEGE COORDINATORS' RESPONSIBILITIES:

- 1) Notify all nominees in writing and provide them with a list of the required materials.
- 2) Assemble the materials provided by the nominee and solicit supporting letters from department chairs, peers, students, and other knowledgeable persons.
- 3) Arrange classroom visits by the chair or peers and notify the nominees prior to those visits.
- 4) Pick up portfolios of any applicants for university-wide awards from Ellen Sattler in the Faculty Development office, 235 Tigert Hall, within two weeks after awards ceremony.

NOMINEES' RESPONSIBILITIES:

- 1) Those wishing to continue the process will respond with a signed statement waiving access to all evaluation materials for the selection committee.
- 2) Submit a portfolio of material as outlined below with any additional information required by the college being placed in a section labeled College Information.

COLLEGE COMMITTEE RESPONSIBILITIES:

- 1) Determine the mix of teaching and advising nominees to be forwarded.
- 2) Recommend to respective Dean the individuals to receive the college level awards.
- 3) From the college level awardees, recommend university-wide candidates.

ELIGIBILITY CRITERIA FOR NOMINEES:

Committee members are not eligible for awards at college or university-Wide levels.

Teaching/Advising:

- 1) Nominations for college level teaching and advising awards will be solicited from students, faculty members, department chairs, higher-level administrators, parents and others. Individual faculty members may nominate themselves, but must win at the college level before being forwarded for consideration at the University-wide level.
- 2) Individuals who received teaching or advising awards at the college or university-wide level during the previous two years are not eligible.
- 3) Nominees are asked to submit a portfolio of material relevant for either the teaching or advising award.
- 4) All sections are to be labeled, typed in 12 point, and adhere to all page limitations.

Teaching:

- 1) The individual must be a faculty member (tenured or untenured) who has been responsible for teaching at least two undergraduate classes during the current ***calendar*** year (**spring 2009, summer 2009, and fall 2009**).
- 2) Excellence and effectiveness will be demonstrated by standard evaluations of students, instructors, courses, and observations by peers and department chairs.
- 3) There must be evidence of innovation in course design and/or instruction.

Faculty Adviser/Advising:

- 1) The individual must be a faculty member (tenured or tenure accruing) and must have an advising assignment during the current ***calendar*** year (**spring 2009, summer 2009, and fall 2009**).
- 2) Excellence will be demonstrated by performance evaluations based on student evaluations, responses, and letters of support from supervisors and peers.
- 3) There must be evidence of innovation and outreach in advising.

Professional Adviser/Advising:

- 4) The individual must be a TEAMS employee or non-tenure accruing faculty member and must have an advising assignment during the current **calendar** year (**spring 2009, summer 2009, and fall 2009**).
- 5) Excellence will be demonstrated by performance evaluations based on student evaluations, responses, and letters of support from supervisors and peers.
- 6) There must be evidence of innovation and outreach in advising.

DEADLINES:

- October 2, 2009: Academic Deans and Directors notified of program and instructed to advise faculty on application procedures for College Awards
- November 20, 2009: Last day nominations can be received for consideration by colleges
- December 4, 2009: Provost appoints committee to select university-wide award recipients
- January 22, 2010: The following materials are due in the Office of the Provost (to Ellen Sattler, Faculty Development, 235 Tigert Hall):
- (1) Summary sheets of all college level award recipients;
 - (2) Nominations for university-wide awards and supporting materials (3 copies).
- March 5, 2010: Names of university-wide award winners submitted by Faculty Development to Provost.
- May 14, 2010: Announcement of college and university-wide award winners

A reminder that holiday observances may impact your scheduling:
 Homecoming: 10/16, Veterans Day: 11/11, Thanksgiving: 11/ 26-27,
 Martin Luther King Jr. Day: 01/18
 Final Examinations: 12/12, 14-18
 Commencement: 12/18-19
 Spring Break: 3/08-12

SUBMIT TO:

For College Awards:

To Dean, Director, or Chair as your college directs.

For University-wide Awards:

To Ellen Sattler, Faculty Development,
 Room 235 Tigert Hall (3 copies of portfolio)

PORTFOLIO GUIDELINES:

All sections are to be typed in 12-point font style.

TEACHING

Section	Topic	Maximum No. Pages
1	Teaching philosophy	2
2	Support of Chair	2
3	Support of Dean/Dir.	2
4	Student evaluations: numerical evaluations from previous 3 semesters	3
5	Student letters of support	5
6	Peer letters of support	5
7	Innovations in teaching	5
8	Examples of exams	6
9	Excerpts from syllabi	10
10	Evidence of effectiveness	5

ADVISING (Both Categories)

Section	Topic	Maximum No. Pages
1	Advising philosophy	2
2	Support of Chair	2
3	Support of Dean/Dir.	2
4	Student letters of support	5
5	Peer letters of support	5
6	No. advisees over last 3 terms	2
7	Innovations in advising	5
8	Evidence of effectiveness	5
9	Statement of new advising innovations needed at UF	5

NOTIFICATION OF AWARD RECIPIENTS:

For College Awards:

College Dean, VP or Committee Chair, as designated by College

For University-wide Awards:

Award presentation will be made at a formal ceremony—date to be announced.

ALL AWARD RECIPIENTS WILL BE ASKED TO SUBMIT A HIGH-QUALITY 5x7 COLOR PHOTO AND A MAXIMUM 200 WORD BIOGRAPHICAL SKETCH FOR POSTING ON THE OFFICE OF THE PROVOST'S WEB SITE.

RETURN OF PORTFOLIOS:

To be picked up by College Coordinator or designee within two (2) weeks after President's awards presentation from Ellen Sattler, Faculty Development, Room 235 Tigert, and returned to the applicant.

EVALUATION CRITERIA: (rate each criterion on a 1-5 scale, with 5 being best)

(copy this page as needed for multiple candidates)

TEACHING (candidate's name: _____)

Section	Topic	Score
1	Teaching philosophy	
2	Support of Chair	
3	Support of Dean/Dir.	
4	Student evaluations: numerical evaluations from previous 3 semesters	
5	Student letters of support	
6	Peer letters of support	
7	Innovations in teaching	
8	Examples of exams	
9	Excerpts from syllabi	
10	Evidence of effectiveness	

Maximum Score = 50

PROFESSIONAL ADVISING (candidate's name: _____)

Section	Topic	Score
1	Advising philosophy	
2	Support of Chair	
3	Support of Dean/Dir.	
4	Student letters of support	
5	Peer letters of support	
6	No. advisees over last 3 terms	
7	Innovations in advising	
8	Evidence of effectiveness	
9	Statement of new advising innovations needed at UF	

Maximum Score = 45

FACULTY ADVISER (candidate's name: _____)

Section	Topic	Score
1	Advising philosophy	
2	Support of Chair	
3	Support of Dean/Dir.	
4	Student letters of support	
5	Peer letters of support	
6	No. advisees over last 3 terms	
7	Innovations in advising	
8	Evidence of effectiveness	
9	Statement of new advising innovations needed at UF	

Maximum Score = 45

Other observations about this candidate's record (please print and do not use a 1 to 5 rating in answering this. This section is only for you to make notes for yourself that you would like to refer to during the discussions of this candidate.)

Please return this form to Ellen Sattler, Room 235 Tigert Hall.

Retain copy for your own records.

Guidelines for submission of photo and biographical sketch for 3 campus-wide award recipients:

Photo: 5 x 7", color, high resolution

Name:

Department:

College:

Rank:

Years at UF:

Year and Institution of Ph.D. or highest degree earned:

Maximum 200-word summary of activities at UF that led to award:

SUBMIT VIA EMAIL TO:

Ellen Sattler: esattler@aa.ufl.edu

Faculty Development

235 Tigert Hall

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University of Florida

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