

## **Guidelines for Nominations of Distinguished Teaching**

The nomination and all of the information that the Committee receives will be treated confidentially. The same criteria will apply to all three awards:

- I. *Nominations* can come from the Department Chair, Program Director, College Provost, faculty, students, or alumni, but must be submitted to the Committee on Senate Awards via the Chair or Director of the nominee's primary department or program. Input on nominations should be encouraged by posting and distributing the call letter to faculty, students, and teaching assistants.
  
- II. *Materials Requested*  
A successful nomination submitted via the Chair or Director of the nominee's primary department or program will include a brief file consisting of the following documents:
  - A. *Nomination letter(s) from the nominator(s) & a letter of endorsement from Department Chair or Program Director:* This letter should describe what makes the candidate's teaching distinguished, as opposed to good. It should also be a guide to the supporting evidence, and should concentrate on the analysis of the facts which support the case for the high quality of the candidate's teaching. Consistently superior teaching over a sustained period of time will be the main consideration in granting the award.
  
  - B. *Summary of teaching performance and its content:*
    1. Summarize information from student evaluation forms.
    2. Summarize a list of the courses the nominee has taught.
    3. Include any course development, projects or grants, related to instruction, in which the nominee has been involved.
  
  - C. *Letters:* Up to three letters from students, alumni, faculty and associates will be considered.
  
- III. *Criteria:* The Committee recognizes that teaching takes many forms — including large undergraduate lecture courses, small upper-division courses, graduate seminars, laboratory work, field work, creative productions, and individual and group supervision and mentoring. The Committee welcomes nominations that provide evidence and analysis of distinguished teaching contributions in these or other settings. The criteria for measuring teaching success include, but are not limited to, making demonstrable impacts on student educational and career outcomes, stimulating creative work by undergraduates or graduates, integrating teaching and new research, introducing novel pedagogical methods or technologies into the classroom with productive effect, integrating teaching and community outreach, and providing inspirational and impactful mentorship. Whatever form the teaching takes or the way success is measured, the Committee expects nominations to demonstrate how the nominee excels and makes distinguished contributions, above the norm for successful teachers.