

## 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](mailto: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.)

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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](mailto:esattler@aa.ufl.edu)

Faculty Development

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