



Best Practices University-Wide and Liberal Arts Teaching Awards

When Selecting Candidates for an Award:

- Be aware of the hierarchy of awards. Candidates who have not received previous teaching awards, or who have received few, would not be strong candidates for career-level awards such as the Regents' or the Academy.
 - Entry-Level: Dickson, Paredes, Waggener
 - Mid-Level: Branson Ward, Dads', President's, Ransom
 - Career-Level: Academy, Blunk, Piper, Regents'
- **It is important that departments observe the award criteria when selecting candidates.** Nominees should be strong candidates for the selected award based on the award criteria. Do **not** put forward a candidate who does not meet the award criteria.
 - Example: the Dads' emphasizes teaching of undergraduate freshman; do not put forward a candidate who primarily teaches upper-division non-freshman courses.
 - Example: the Blunk emphasizes undergraduate advising and a rank of full professor; do not put forward a candidate who has limited undergraduate advising experience at a lesser rank.

When Compiling Nomination Files:

- The Teaching Award Committee evaluates candidates based only on the materials provided in their nomination file; they do not consider personal knowledge of the candidate in their review. It is important that candidate presents an accurate and complete nomination file appropriate for the nominated award.
- Chair Letters are highly regarded by the committee members. It is important that Chair Letters show strong and compelling support for the candidate. This is especially critical for career-level awards. ***If any CIS ratings are unusually low, address this in the Chair Letter.**
- If the submitted materials feature course innovation and/or teaching innovation, please make sure to address if/how those innovations were successful and how that was evaluated (the materials should not simply state that innovation took place, but rather provide some kind of assessment of outcomes). This information can be included in the nominee's Teaching Philosophy statement and/or in the Chair Letter.
- All documents should be clearly labeled with a consistent labeling structure, well organized, and easy to navigate.