

College of Health Professions

Excellence in Teaching Award: Policy and Procedures

Revised 3/13/2015

Purpose

The University of Arkansas for Medical Sciences places the highest priority on programs of instruction and learning. The College of Health Professions' Excellence in Teaching Award is designed to recognize the educator whose significant achievements in teaching and commitment to the teaching mission can serve as University and College models. The areas of excellence for consideration include the educator's ability to:

- Demonstrate an in-depth knowledge of subject matter and curriculum.
- Communicate subject matter accurately and clearly.
- Challenge, inspire, and support students to do their best work.
- Promote independent learning and critical thinking.
- Demonstrate enthusiasm in learning and teaching.
- Demonstrate innovative and creative methods of course delivery.
- Effectively design and/or redesign courses.
- Develop and/or modify curriculum.
- Effectively integrate technology into the curriculum.

The College and the Faculty Development and Services Committee recognize that excellence in teaching is neither fixed in form and venue nor is it easily assessed. Irrespective of the method of course delivery, excellence in teaching is marked by the active, critical role of the educator whose presence fosters critical thinking and inspires students to engage in the quest for knowledge as a value and as a craft.

The recipients of this award will receive an individual plaque, and his/her name will be added to a perpetual plaque of CHP Excellence in Teaching Award winners located in an appropriate place in the College. Also included is a cash award of \$500.00 (amount may vary depending upon resources available).

The Faculty Development and Services Committee encourage the recipients of the Excellence in Teaching Award to share their experience with University and College colleagues. Accordingly, awardees may be asked to participate in a forum or workshop devoted to improving the quality of instruction across the College and/or University.

Eligibility

At the time of the award nomination (spring semester), faculty members must have completed at least six semesters of teaching in the College of Health Professions (including the spring nominating semester). All full-time, part-time, and clinical instructors are eligible for nomination. Nominees need not be paid in whole or in part through the CHP, but they must be teaching a course in a CHP curriculum in the academic year in which they are selected.

Procedure

Candidates may be nominated by students, staff, alumni, or faculty members. The candidate must accept the nomination in writing to be considered for the award. In addition, the nominator must submit a completed Nomination Form and a letter describing the basis for the recommendation and highlighting the nominee's strengths as a teacher. The completed nomination and letter are to be submitted to the Chairman of the CHP Faculty Development and Services Committee.

The nomination must:

- be based solely on teaching performance in one or more programs in the College of Health Professions;
- refer to the nominee's teaching performance during at least the academic year immediately preceding the year of the award and optimally the two years preceding the award.

The CHP Associate Dean for Administrative Affairs will verify that all nominations meet the eligibility requirements. After this review, the Faculty Development and Services Committee will send the confirmed nominations to the respective nominees and their department chairmen with requests for a full application from each nominee.

Application requirements

- **Current *curriculum vitae*** of the nominee
- **Letters of Support:** Between two and six supporting letters from peers, former students, or other relevant authorities summarizing the nominee's teaching strengths and noting the educational contributions made to the University of Arkansas for Medical Sciences and the College of Health Professions, as outlined in the "purpose" section of this document.
- **Student Evaluations:** Nominees will provide a list of the six (6) courses most recently taught in which the nominee was the principal instructor on the nomination form. All available Student Evaluations from these courses will be obtained by the Associate Dean for Administrative Affairs and added to the application for consideration by the Excellence in Teaching Award Committee.
- **Applicant's Statement:** A statement by the applicant should be included (maximum of three [3] pages) that addresses why he/she merits the award. This statement should address some or all of the following areas of excellence in teaching. Additional documentation of accomplishments related to excellence in teaching, including student evaluations from courses other than those required, may be included in the application as appendices.
 - Challenges and inspires students to do their best work
 - Promotes independent learning and critical thinking among students
 - Implements effective innovative and creative teaching methods
 - Integrates the effective use of instructional technology into teaching methods
 - Designs or redesigns instruction (classes, modules, courses, or curricula) that effectively meets desired goals
- **Chairman's Letter:** A supporting letter from the applicant's department chairman. The letter should include a summary statement of the applicant's involvement in course and/or curriculum development and improvement, student advising, innovative teaching activities, grants for teaching and teaching development, educational activities in academic or professional organizations, research activities directly related to teaching, and other significant contributions to the College related to teaching. If the chairman has nominated the applicant, this information should be included in the letter of nomination.

If a department chairman or the CHP Associate Dean for Academic Affairs is the applicant, a supporting letter from the Dean of the College of Health Professions should be included. In the case of the Associate Dean, a letter from the chairman of the department in which the Associate Dean holds his/her faculty appointment in the CHP is also required.

The material submitted to the Faculty Development and Services Committee should relate directly to the current nomination. The letters should deal specifically with teaching in a broad context, rather than the nominee's standing in the profession or to other matters.

In the event that the Chairman of the Faculty Development and Services Committee is a nominee, all application materials should be sent directly to the Associate Dean for Academic Affairs.

The Committee strongly suggests that the nominee and nominator together identify individuals who may provide letters of support for the nomination. The nominee should contact those individuals and request the letters to be sent directly to the Chairman of the Faculty Development and Services Committee or the Associate Dean for Academic Affairs if the Chairman is a nominee for the award.

The completed applications will be forwarded to the Excellence in Teaching Award Committee (ETAC) for review. When evaluating the applications, ETAC will focus on faculty who have demonstrated the qualities and skills that distinguish them as superior educators. The Excellence in Teaching Award will be presented at the discretion of the ETAC and may not be awarded each year.

Excellence in Teaching Award Committee (ETAC)

The Award Committee will be composed of:

- The CHP Associate Dean for Academic and Student Affairs, who will chair the committee
- The Chairman of the Faculty Development and Services Committee
- A representative of the UAMS Office of Educational Development (selected by the Director of the Office of Educational Development)
- A currently enrolled student (selected by the CHP Student Council).

In the event that the Chairman of the Faculty Development and Services Committee is a nominee, the CHP Associate Dean for Academic Affairs will select an alternate member. If the CHP Associate Dean for Academic and Student Affairs is a nominee, the Dean of CHP will select an alternate member.

It is the obligation of each ETAC member to recuse him/herself from the proceedings in the event he/she has what may appear to be, or actually is, a conflict of interest in the selection process (e.g., a personal relationship with the nominee or the recipient of funding from grants awarded to the nominee). Failure to do so may invalidate the committee’s award recommendation.

Calendar

Third Friday in April	The Faculty Development and Services Committee distributes the College's Excellence in Teaching Award criteria and procedures to CHP Department Chairmen. A formal, public announcement seeking nominations for the Excellence in Teaching Award is presented.
First Fridays of May & June	Faculty Development and Services Committee Chairman sends reminders to the Department Chairmen about the nomination deadline.
Fourth Friday of June	Nomination deadline —forms and supporting letters must be received by the Chairman of the Faculty Development and Services Committee by this date. After the CHP Associate Dean for Administrative Affairs verifies the eligibility of the nominee, the Chairman of the Faculty Development and Services Committee will request an application from the nominee and his/her Department Chairman.
First Friday of August	Deadline for applications to be received by the Chairman of the Faculty Development and Services Committee.
First Friday of September	Deadline for selection of the Excellence in Teaching Award recipient by ETAC. Recommendation to the Dean.
Fall Fac. Meeting	Award ceremony.



**University of Arkansas for Medical Sciences
College of Health Professions**

Excellence in Teaching Award
Nomination Form

Nominator:

Name: _____
_____ (Please print) _____

Faculty _____ Staff _____ Student _____ Alumnus/a _____

Signature: _____ Date: _____

Nominee:

Name: _____
_____ (Please print)

Department: _____

Please provide a list of the six courses most recently taught for the CHP in which the nominee was the principal instructor

Course Number and Title`	Semester and Year

Signature*: _____ Date: _____

*Signature of nominee indicates the correctness of the application and acceptance of the nomination for this award.

Deadline for Receipt of Nominations by the Chairman of the CHP Faculty Development and Services Committee: Fourth Friday of June.