

College of Health Professions
Excellence in Teaching Award: Procedures
Revised 12/08/2021

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 (FDSC) 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 receive an individual plaque and their name added to a perpetual plaque of CHP Excellence in Teaching Award recipients 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 FDSC encourages 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 CHP (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.

Recipients of an award are not eligible for the same award within a three year period (e.g. - recipient of 2020 award will be eligible for the same award in 2023). Faculty may be eligible and nominated for all awards during one year; however, no more than two awards will be given to the same faculty member in any one year.

Procedure

Candidates may be nominated by students or faculty members. 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 form and letter are submitted to the chair of the FDSC. The candidate must accept the nomination by signing the nomination form in order to be considered for the award. If the individual being nominated is the chair of the FDSC, the form and letter should be submitted to the CHP Associate Dean for Academic Affairs (ADAA).

The nomination must:

- be based solely on teaching performance in one or more programs in the CHP
- 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 ADAA will verify that all nominations meet the eligibility requirements. After this review, the chair of the FDSC will send the confirmed nominations to the respective nominees and their department chairs/ program directors with requests to submit a full application.

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 UAMS and the CHP, as outlined in the "purpose" section of this document.
- Student Evaluations: Nominees will provide a list of the six (6) courses most recently taught on the nomination form in which the nominee was the principal instructor. All available student evaluations from these courses will be obtained by the ADAA and forwarded to the chair of the FDSC.
- Applicant's Statement: A statement by the applicant should be included (maximum of three pages) that addresses why they merit 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
- Chair's/Program Director's Letter: A supporting letter from the applicant's department chair/program director. If the chair/program director nominated the individual, the letter they submitted with the nomination describing the basis for the recommendation will serve as the supporting letter.

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 CHP related to teaching. If the chair/program director has nominated the applicant, this information should be included in the letter of nomination.

If a department chair, program director, or the ADAA is the applicant, a supporting letter from the dean should be included. In the case of the ADAA, a letter from the chair/program director of the department in which the ADAA holds their faculty appointment is also required.

The materials submitted to the FDSC 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 chair of the FDSC is a nominee, all application materials should be sent directly to the ADAA.

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 chair of the FDSC or the ADAA if the chair of the FDSC is a nominee for the award.

The completed applications will be forwarded to a sub-committee of the FDSC charged with reviewing applications and selecting the recipient – *Excellence in Teaching Award Selection Committee* (ETASC). When evaluating the applications, the ETASC 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 ETASC and may not be awarded each year.

Excellence in Teaching Award Selection Committee (ETASC)

The sub-committee will be composed of:

- The ADAA, who will chair the committee. If the ADAA is a nominee, the chair of the FDSC will select an alternate member. If both the ADAA and chair of the FDSC are nominees, the dean will select an alternate member to serve as chair of the ETASC.
- The chair of the FDSC - If the chair of the FDSC is a nominee, the ADAA or dean will select an alternate member.
- A representative of the UAMS Center for Faculty Excellence (selected by the Director for Faculty Development)
- A currently enrolled student (selected by the CHP Advisory Committee).

An ETASC member to recuse themselves from the proceedings in the event they have a potential 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 FDSC Chair distributes the Excellence in Teaching Award criteria and procedures to chairs/ program directors. A formal, public announcement seeking nominations for award is distributed to all CHP faculty and students.
First Fridays in May & June	FDSC Chair sends reminders about the nomination deadline.
Fourth Friday in June	Nomination deadline —Nomination Forms (signed by both nominator and nominee) and supporting letters must be received by the chair of the FDSC by this date. After the ADAA verifies the eligibility of the nominee, the Chair of the FDSC will request a complete application packet from the nominees.
First Friday in August	Deadline for nominees to submit complete applications to the FDSC Chair or ADAA. Deadline for ADAA to assemble ETASC.
First Friday in September	Deadline for ETASC to select the recipient. Deadline for the ADAA to send ETASC recommendation to the Dean.
Fall Faculty Meeting	Excellence in Teaching Award recipient recognized at awards ceremony.