Spring 2010

UC Denver Downtown Campus Annual Award for Excellence in Teaching
Eligibility, Criteria, and Procedures/Documentation

I. Eligibility
   A. There are two campus-level teaching awards: one for professors, associate
      professors, and assistant professors; and one for senior instructors, instructors,
      lecturers, and Clinical Teaching Track faculty members. Faculty members
      who won this campus-level award during the past two years (i.e., Spring 2008
      and Spring 2009) are not eligible this year.

   B. Each school and college (except CLAS) may submit one nominee in each
      category. CLAS may submit three nominees in each category.

II. Criteria (note: criteria and documentation pertain to the past three years, but
     please focus on calendar year 2009). Also, the teaching record to be considered by
     the selection committee consists of courses taught primarily at UC Denver,
     downtown campus.
   A. Quality of course design and instruction (materials, organization,
      presentation, and evaluation)
   B. Quality of student relations (e.g., communication, rapport, availability,
      advising)
   C. Effectiveness of learning assessment techniques (e.g., assignments,
      papers, projects, exams, etc.)
   D. Creativity in overall teaching (including direct instruction as well as
      curriculum or program development)
   E. Level of excellence, given the developmental stage of the nominee.
   F. If applicable, the impact of teaching on students, the community, professional
      organizations, etc. (The impact could be illustrated, for example, by:
      internship sponsorships, research interactions with students, student awards
      given by professional organizations, publications with students, conference
      presentations with students, club activities, mentoring of students,
      international competitions by students, etc.)
   G. Quality of the presentation/dossier for the award (clarity, readability, etc.)

III. Evidence and Documentation
   A. Required:
      Please include the following sections in a 1.5” binder, and no more
      than one extra folder that might contain a textbook, teaching artifacts,
etc. (Note: If the documentation exceeds this amount, the dossier will not be considered by the committee.) Include a copy of the checklist at the front of the binder, and include the information in the following order:

1. A 2- or 3-page statement written by the nominee that includes the nominee’s teaching philosophy and that addresses the criteria for the award.

2. One letter of support, written by either the nominee’s Dean or Department Chair/Division Coordinator, that addresses the criteria for the award.

3. Letters from students, peers, alumni, administrators, etc. Separate these letters into two categories: solicited (by the nominee or anyone else) and unsolicited. Include a maximum of 3 letters in each category. (Note: These letters can be written by former as well as current students, and need not be limited to the past three years.)

4. Summary of all courses taught at UC Denver, downtown Denver campus, during the three-year period, 2007 – 2009 (including # of courses, # of preparations, # of new courses). For each course taught, provide overall course and instructor ratings from the FCQs and summaries of students’ grades; this information should be put in a table. Also, include representative samples of the FCQ comments, but for 2009 courses only. (Note: Do not submit the actual FCQ forms – rather, just submit the summaries. And do not submit actual grade sheets.)

5. A profile of one or two courses taught during the three-year period, 2007 – 2009, with at least one of the courses taught during 2009. Each profile should include the course syllabus. Additional materials could include: course handouts; samples of lecture notes, PowerPoint slides, course activities, and class projects; samples of assessment methods, such as exams or assignments; samples of students’ work; examples of curriculum/program development; materials from course websites; and, if applicable, evidence of impact of teaching on students, the community, professional organizations, etc. Be succinct! Limit the additional materials (not including the syllabus) to no more than 50 single-sided pages (or 25 double-sided pages).

6. A current vita.

B. Sample dossiers for this award are available in the Center for Faculty Development (CFD). Contact Ellen Stevens, CFD Director, at centerfacdevelopment@ucdenver.edu or 303-556-6075.
IV. Procedures
A. An ad hoc committee of the faculty members who won this award (at the school/college level as well as for the campus) during the past two years will select the campus-level winners for the current year. The committee is chaired by the Associate Vice Chancellor for Academic Affairs (non-voting).  

B. By March 1, 2010, Deans or Associate Deans will submit the names of the nominee(s) from their school/college/library to Sara Potter, assistant to the Associate Vice Chancellor for Academic Affairs (Sara.Potter@ucdenver.edu or 303-315-2107).

C. By Friday, March 19, 2010, Deans or Associate Deans will submit the documentation for their nominees to Sara Potter, assistant to the Associate Vice Chancellor for Academic Affairs (LSC, 14th floor). Please limit the total amount of materials submitted for each nominee to a 1.5” binder (or the equivalent) and no more than one extra folder that might contain a textbook, teaching artifacts, etc.

V. Awards
A. Each school- and college-level winner who submits a dossier for the campus-level award will receive a stipend of $500 and a certificate. (Typically, the stipend appears in the April or May paycheck.)

B. The campus-level winners will receive an additional stipend of $1000 and a plaque. Also, a plaque recognizing each campus-level winners will be added to the Faculty Awards Gallery in the North Classroom Building.

C. The school and college-level winners (including the campus-level winners) from 2009 and 2010 will be invited to serve on the selection committee for the 2011 Excellence in Teaching Award winners.

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CHECKLIST: ANNUAL AWARD FOR EXCELLENCE IN TEACHING

Please include a completed checklist in the front of the dossier/binder

Name of nominee: ______________________________________________
School/college/library:___________________________________________
Date: _________________________________________________

_____ 2- or 3-page statement, written by the nominee, that addresses the nominee’s teaching philosophy and the criteria for the award

_____ One letter of support, written by either the nominee’s Dean or Department Chair/Division Coordinator

_____ Solicited letters of support (maximum of 3)

_____ Unsolicited letters of support (maximum of 3)

_____ Summary of all courses taught at UC Denver, Downtown Denver Campus, 2007 – 2009.

_____ A profile of one or two courses taught during 2007 – 2009, with at least one of them taught during 2009.

_____ A current vita

_____ Documentation size limit: total amount of materials submitted does not exceed a 1.5” binder (or the equivalent) and one extra folder (optional)