**University of Colorado Denver Annual Award for Excellence
in Teaching
Eligibility, Criteria, Evidence/Documentation, and Procedures**

Spring 2023

I. Eligibility

There are two campus-level teaching awards: one for tenured/tenure-track faculty (professors, associate professors, and assistant professors), and one for instructional, research, and clinical faculty (clinical teaching track faculty, senior instructors, instructors, and lecturers).

Faculty members who have been members of the CU Denver Campus faculty for at least the past three years (AY 2019-20, AY 2020-21, AY 2021-22) are eligible. Faculty members who won this campus-level award during the past two years are not eligible this year.

The library and each school and college (except CLAS) may submit one nominee in each of the two categories. CLAS may submit three nominees in each category.

II. Criteria

(Note: The criteria and documentation submitted should pertain to **the past three years, but please focus on calendar year 2022**). Also, the teaching record to be considered by the selection committee consists of courses taught primarily through the CU Denver Campus.

- Quality of course design, modification and instruction (materials, organization, presentation, and evaluation)

- Quality of student relations (e.g., communication, rapport, availability, advising)

- Quality of teaching outside the traditional classroom (if applicable) – e.g., mentoring of students; supervision of student research, creative activities, or other scholarly activities

- Effectiveness of learning assessment techniques (e.g., assignments, papers, projects, exams, etc.)

- Creativity and innovation in overall teaching (including direct instruction as well as course, curriculum or program development)

- Level of excellence, given the rank or developmental stage of the nominee.

- The impact of teaching on students, the community, professional organizations, etc. (The impact could be illustrated, for example, by: experiential learning activities, 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, evidence of the scholarship of teaching and learning, evidence of reflective teaching).

- Quality of the presentation/dossier for the award (clarity, readability, etc.)

III. Evidence and Documentation

Required

Please create an electronic dossier including the following sections in this order:

1. Completed checklist.

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. Two- or three-page statement written by the nominee that includes the nominee's teaching philosophy and that addresses the criteria for the award.

4. Correspondence from students, peers, alumni, administrators, etc. Separate the correspondence into two categories: solicited (by the nominee or anyone else) and unsolicited. Include a **maximum of three items in each category**. (Note: These items can be written by former as well as current students.)

5. Summary of all courses taught at the CU Denver Campus during the three-year period (2020-22) -- including # of courses, # of preparations, # of new courses, # of courses with major modifications. This summary can include theses/dissertations and independent study courses, if applicable. For each course taught, provide:
   - Summaries of students' grades **(Do not submit actual grade sheets.)**
   - Overall course and instructor ratings from the FCQs (found at https://www.colorado.edu/fcq/denver-fcq-results); please provide a

screen shot of this summary data. **(Do not submit the actual FCQ forms; just submit the summaries.)**
- Representative samples of the FCQ comments
- If available, other measures that represent "multiple means of teaching evaluation" (e.g., peer or external observations, mid-term evals, etc.)

6. A profile of one or two courses taught during the three-year period (2020-22), with at least one of the courses taught during 2022. 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;
   - if applicable, evidence of impact of teaching on students, the community, professional organizations, etc.

   Be succinct! Limit all additional materials (not including the syllabus) to no more than 50 pages.

7. Current vita, prepared according to the standard CU Denver format.

Sample dossiers for this award are available in the Center for Faculty Development and Advancement (CFDA). Contact the Center at center.facdevelopment@ucdenver.edu or 303-315-3033.

IV. Procedures

By **Monday, February 20, 2023**, Deans or Associate Deans will submit the documentation for their nominees to Betsy Metzger, Faculty Affairs Senior Coordinator, Office of the Provost.
- Merge everything into a single PDF file and email the attached file to Betsy.Metzger@ucdenver.edu or share the dossier with her via OneDrive or Interfolio.

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.[1]

Award winners will be announced in March.

V. Awards

- Each school and college winner whose dossier is submitted for the campus award will receive a stipend of $500 and a certificate, which will be given at the Celebration of Faculty Excellence. (Typically, the stipend appears in the June paycheck.)

- The campus winner will receive an additional stipend of $1,000 and a glass sculpture. A plaque recognizing each campus winner will be added to the Faculty Awards Gallery in the North Classroom Building.

- The school and college winners (including the campus winners) from 2022 and 2023 will be invited to serve on the selection committee for the 2024 Excellence in Teaching Awards.

---

[1] The ad hoc committee for the 2023 awards may include: Steffen Borgwardt (2021), Sasha Breger Bush (2022), Jeremy Brown (2022), Jenna Burke (2021), Ersin Dincelli (2022), Todd Ely (2022), Diane Estrada (2021), Lisa Forbes (2022), Melissa Furness (2021), Michael Greene (2022), Sheila Huss (2021), Kyoung Nan Kim (2022), Jefferson Knight (2022), Jim LoPresti (2022), Carrie Makarewicz (2022), Wesley Marshall (2022), Andrew Scahill (2021), Jean Scandlyn (2022), Stephen Schaf (2021), Jeffrey Schrader (2022), Ken Schroeppel (2022), Adam Spiegler (2022), Anthony Starke (2021), Christoph Stefes (2021), Melissa Tackett-Gibson (2022), Jo VandenBurg (2021), Ruben Viramontes Anguiano (2022), Carón Westland (2021), Pamela Whitten (2021), and e.j. Yoder (2021).

CHECKLIST: FACULTY AWARD FOR EXCELLENCE IN TEACHING

Name of nominee: _____

_____ Tenured/Tenure-Track Faculty   _____ Instructional/Research/Clinical Faculty

School/college/library:_____

Date: _____

_____   Completed checklist (added by Dean's Office)

_____   One letter of support, written by either the nominee's Dean or Department
             Chair/Division Coordinator (added by Dean's Office)

_____   Two- or three-page statement written by the nominee that addresses the
             nominee's teaching philosophy and the criteria for the award

_____   Solicited letters of support (maximum of three)

_____   Unsolicited letters of support (maximum of three)

_____   Summary of all courses taught through CU Denver 2020-2022

_____   FCQs: screen shot of summary data (found at:
             https://www.colorado.edu/fcq/denver-fcq-results

_____   Profile of one or two courses taught during 2020-2022, with at least one of them
             taught during 2022

_____   Current vita, prepared according to the standard CU Denver format

_____ Complete electronic dossier submitted to Betsy Metzger, faculty affairs senior coordinator, Office of the Provost (Betsy.Metzger@ucdenver.edu).