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Office of the Provost and Vice President for Academic Affairs

October 6, 2017

MEMORANDUM

TO: Deans, Department/Division Chairs, and Faculty Holding the Rank of Professor or Associate Professor

FROM: Jennifer Cowley, Provost and Vice President for Academic Affairs

RE: Nominations for University Distinguished Teaching Professorship Award

I am pleased to announce the call for the 2018 University Distinguished Teaching Professorship Award. The purpose of the award is to provide recognition for faculty at the rank of professor or associate professor who perform outstanding teaching at the introductory levels of their disciplines, promote continuous development of teaching excellence, and encourage improved teaching among their colleagues in the UNT community.

The recipient receives the designation of “University Distinguished Teaching Professor” and \$5,000 will be added to the base salary. To be eligible for this award, an individual must be a full-time tenured professor or associate professor; have a distinguished record of teaching; demonstrate the potential for continued excellence in teaching performance; and have a commitment to the further development and promotion of excellent teaching performance.

A candidate’s nomination should be based upon a record of excellence consisting of a teaching portfolio covering teaching performance over the five year period prior to the nomination, and upon evidence of sustained excellent performance since promotion to the rank of associate professor. Please refer to the attachment for specific nomination guidelines and requirements. Nominations will be reviewed by the University Distinguished Teaching Professor Selection and Review Committee.

For a full review of the University Distinguished Teaching Professorship policy, please see <https://policy.unt.edu/policy/06-015>.

All nominations for awards to take effect on September 1, 2018, should be forwarded electronically in single PDF format by the Dean to the Office for Faculty Success to the attention of Ana Garcia by February 2, 2018.

UNIVERSITY OF NORTH TEXAS

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Guidelines and Requirements for Nominations of Faculty for University Distinguished Teaching Professorships

A candidate's nomination should be based upon a record of excellence consisting of a teaching portfolio covering teaching performance over the 5 year period prior to nomination, and upon evidence therein of sustained excellent performance since promotion to the rank of associate professor. UNT Policy 06.015 stipulates that Distinguished Teaching Professors "shall teach at least two courses or the equivalent in direct contact with students including individual instruction each semester. At least one course per year must be offered at the introductory level of the discipline, consistent with the needs of the faculty member's department." The selection committee will consider situations in which the introductory-level courses are at the graduate level (i.e., the courses are introductory to the graduate program), but it is incumbent on the nominee and/or the nominators to make this case.

The nomination packet should be submitted as one PDF document in the following order with a Table of Contents:

- 1) Chair letter
- 2) PAC letter
- 3) One to two page personal statement detailing the faculty member's philosophy of teaching
- 4) Recognition and awards (departmental, campus, state, national, international) for teaching effectiveness, at either the undergraduate or graduate level of instruction
- 5) Five sets of student evaluations, spanning at least two courses, whether undergraduate or graduate
- 6) One to two peer evaluations, whether those on file or undertaken to support the candidate in this nomination
- 7) 2-3 course syllabi exemplars
- 8) Other documentation in cases where non-conventional support material stands to highlight pedagogy
- 9) Unsolicited letters or emails (where those already exist) from alumni attesting to the long-term benefits of a professor's instruction

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10) Current *Faculty Annual Update (according to VPAA 160, 4/85 form attached)*

Area I. Instructional Activities

Area II. Scholarly, Creative and Professional Activities

Area III. Administration and Service

11) Current vita

12) Dean's letter

The Dean should forward the completed nomination packet electronically in a **single PDF document** to the attention of Ana Garcia (Ana.Garcia@unt.edu) in the Office for Faculty Success by **February 2, 2018**.

Note that Regents Professorship Policy 06.017 states, "Faculty who hold a Regents Professorship shall not be eligible to hold the title of University Distinguished Research Professor or University Distinguished Teaching Professor simultaneously."

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