***UNIVER S I T Y of H O U S T O N***

***College of Liberal Arts and Social Sciences***

***Office of the Dean***

***M E M O R A N D U M***

TO: Faculty, Students, Alumni, and Friends
FROM: Antonio Tillis, Dean, College of Liberal Arts and Social Sciences
DATE: 10 February 2017

SUBJECT: Ross M. Lence Awards for Teaching Excellence in the College of Liberal Arts and Social Sciences, 2017

**DEADLINE: 5 P.M., Monday, April 3, MARCMMAP 2017**

The College of Liberal Arts and Social Sciences (CLASS) invites you to nominate a faculty member for the 2017 Ross M. Lence Teaching Excellence Awards. Two awards will be presented to CLASS faculty members deemed worthy of recognition, one in the Social Sciences; one in the Humanities. The category is NOT based on the nominee’s department. Nominees must indicate the category based on the kind of teaching they do. Nominations are valid for two years for those not selected in the first year of their nomination. Winners will receive a $3,000 bonus.

The eligibility criteria for this year's award are:

 1. The recipient must be in at least the third year of full-time faculty service in the College of Liberal Arts and Social Sciences.

 2. The award is for undergraduate and/or graduate teaching excellence over a period of years and not for one year's performance alone.

 3. Previous winners, members of the selection committee, and deans are ineligible.

Anyone may nominate a CLASS faculty member for the award. Nomination forms will be attached to this email and available on the CLASS website: [www.uh.edu/class](http://www.uh.edu/class). The nomination form and supporting materials must be submitted as a single PDF electronically to Dr. Amy O’Neal (aoneal@uh.edu ) **no later than 5 p.m. Monday April 3, 2017**

The PDF should be named as follows**:** [**LAST NAME DEPARTMENT CATEGORY 2017**] (So the PDF for Edgar Allen Poe from the English Department for a Humanities teaching award would be named “Poe English Humanities 2017”)

**The PDF should include, in this order**

1. Nomination Form with accompanying letter
2. Cover Sheet from the nominee indicating the teaching category. This sheet must be signed by the nominee’s Chair or Director.
3. Nominee's current vita. Please submit a short cv, no more than 5 pages.
4. A personal essay on teaching from the nominee (no more than 3 pages), along with any related supporting material (list of courses taught, course syllabuses, any special projects or activities).
5. At least three but no more than five letters of recommendation from students, colleagues, alumni-- no more than two from any one group.
6. Student and departmental teaching evaluation scores from all sections taught between Fall 2014 and Fall 2016 academic years **must** be included. Tabulate scores on the 2 key questions (overall quality of instructor and overall quality of course) compared to departmental and college means. Scores from all sections taught during the 2011-12, 2012-13 and 2013-14 academic years **may also** be included.

The selection committee will evaluate the teaching excellence of each nominee as demonstrated by these materials and determine the recipients of this year's award. Its decision is final.