

Teaching Excellence Awards

2014-2015 *Finalist Guidelines, Individual Awards*

Nominee Portfolio Materials

Deadline for submission of all materials to TEA@share.uh.edu is 5:00 p.m. Friday, January 30, 2015.

Please submit the finalist packet containing the following items in the exact order presented below as a single PDF document file (named with the last name/first name of the nominee). Submit the packet to TEA@share.uh.edu

RE-SUBMIT COPIES OF THE FOLLOWING ITEMS FROM THE ORIGINAL NOMINATION PORTFOLIO:

1. The one-page letter of nomination.
2. The one page statement of teaching philosophy by the nominee. This should be a self-reflective statement of your beliefs and goals concerning teaching and learning and should discuss specifics of how you put your beliefs into practice to achieve your goals.
3. The nominee's curriculum vitae highlighting teaching-related activities such as: course development, advising, mentoring, and other contributions to the teaching program of a department or college.
4. For Innovation in Instructional Technology nominees only: A one-page description of the innovative teaching using instructional technology.
5. For Distinguished Leadership nominees only: In addition to the nomination letter, a statement is required from the Department Chair acknowledging the department's support of the nomination and commitment of a reduced course load for the nominee should s/he receive the award.

JOINED WITH THE FOLLOWING ADDITIONAL MATERIALS:

5. Six letters of recommendation distributed as follows:
 - a. At least three letters must be from a student (current or former) or alumnus, describing the nominee's contribution to the student's success.
 - b. At least one letter must be from a faculty member.
 - c. At least one letter must be from an administrator.
 - d. Provide one additional letter of recommendation. This letter may be from a student, former student, faculty member or administrator.

Items (b) and (c) should note specific aspects of outstanding teaching (e.g., extraordinary contributions to student learning, student retention in difficult classes, innovative teaching methods,

production of exceptional course materials). There should be no more than a combined total of six (6) letters of recommendation; all others will be disregarded.

6. A copy of teaching evaluation questionnaire, summary of student evaluation statistics and typed un-edited compilation of student evaluation comments for the last two long semesters and any additional semesters if necessary to provide a representative sample. Comparative data within the department/college strengthens the portfolio.

7. A narrative summary or key of comparative grade distributions for the last two years and any additional semesters if necessary to provide a representative sample. For each class, report the average grade and number of Ws, As, A-s, B+s, etc.

8. Other evidence of extraordinary contributions such as, but not limited to, sample syllabi, course materials, student successes, department teaching awards, and/or a URL for web materials.

Note: Nominees teaching courses using Blackboard may wish to grant committee members access for viewing online course materials. To permit access please notify Olga Selley, oselley@uh.edu

9. For consideration for Provost's Core Award, please include specific information about recent teaching, supervising, innovation, or development of *university* core courses.

10. A schedule of spring 2015 classes. (Tentative or anticipated schedule is permitted). Indicate the nominee's course syllabi, class times, and room locations for Spring 2015 along with a calendar of anticipated absences, exam dates, and other dates not suitable for class visitation. Add any other information that will allow the committee to observe the nominee's best teaching. Committee members will visit classes as part of the final evaluation process. ***Please submit a copy of the spring course schedule information by e-mail to Olga Selley at oselley@uh.edu before the first day of spring classes.***

Note: For consideration for Innovation in Instructional Technology, nominees will be asked to give a 12-15 minute presentation to the committee offering a demonstration of the instructional technology component of your course(s). You will be contacted by Olga Selley to schedule the presentation date/time. You may expect this will be scheduled after the general classroom observations, possibly the last week of February or first week of March.

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