**2019 NOMINATING PROCEDURES FOR
FACULTY DISTINGUISHED TEACHING AWARDS
(including UW-Madison and UW System awards)**

Note: Due to the large number of nominations received, it is essential that the established procedures be followed and page limits respected.

Individual faculty members, departments, or student organizations may present to the committee one or more nominations for a distinguished teaching award. Nominators should coordinate their nominations with the chair of the nominee's department. No more than two nominees per department will be accepted.

Each nominee shall hold the rank of Assistant Professor, Associate Professor, or Professor and should have completed at least three years at UW-Madison while in one of these ranks (as of the nomination deadline). Previous recipients of UW-Madison awards are eligible for UW System awards only.

Supporting data for each nominee shall be supplied in the following order as a single pdf:

1. **Nomination title page**

2. An abbreviated (five pages maximum) **curriculum vitae** of nominee. Limit to twenty the number of publications listed, including those related to teaching.

3. Letters of support, with signatures as evidence of authenticity. Letter writers should present specific examples:
   a. A **letter from the department chair** supporting the nomination and stressing the nominee's contributions to teaching, indicating how the nominee has made an unusual impact in teaching by identifying the qualities that make this nominee extraordinary. Include a brief summary of the nominee's research and service. If the chair of a department is nominated, then a letter from the associate chair or appropriate departmental representative shall be submitted.
   b. Only **two supporting letters from present or past students**. At least one of these letters should be from a student with recent or current contact with the nominee.
   c. Only **two supporting letters from colleagues** (other than students) who are qualified and specifically asked to comment on the quality and nature of the nominee's teaching.
   d. **FOR COMMUNITY-BASED LEARNING (CBL) AWARD NOMINATIONS ONLY**: One-two supporting letters from a community partner, specifically speaking to the community-engaged practices of the nominee.

4. A one- or two-page **reflective statement by the nominee** on his or her teaching and learning philosophy, practices, and objectives and how these have evolved over time. **FOR VAN HISE OUTREACH AWARD NOMINATIONS ONLY**: Describe how outreach is integrated with these. **FOR COMMUNITY-BASED LEARNING (CBL) AWARD NOMINATIONS ONLY**: Describe how CBL pedagogy is integrated with these.

5. Evidence of the success of the candidate's teaching (no more than ten pages), including:
   a. A **list of contributions and achievements** of the nominee that indicate dedication to and excellence in teaching, e.g., authorship of textbooks, audio-visual aids, video, or other visual links, published works pertinent to teaching, activities related to extracurricular student programs, local or national teaching awards, grants received for teaching improvement programs, etc. Do not submit the actual items (books, etc.) with the nomination.
   b. A **summary of student evaluations of teaching**, including numerical data (where applicable) and a representative selection of student comments (if available) for each course taught. The evaluations should have been made within the past two years. Raw data should not accompany this summary. However, the summary should include: (a) a copy of the questionnaire(s) used showing the specific questions asked; (b) a description of how the student evaluations were solicited and administered; (c) the mean scores for each question asked in the evaluation of every class taught by the nominee; and (d) the department's mean scores for each question asked in the evaluation.
   c. The **distribution of grades given by the nominee in each course within the past two years** (i.e., how many As, ABs, ..., Fs were given in each course). Do not submit raw data such as grade sheets. Include grade distribution and the associated grade point averages.
   d. **Other relevant materia**l (e.g., course syllabi, descriptions of methods for evaluating student learning, examinations, etc.) These items should be accompanied by a brief explanation of why they were included in the dossier, i.e., how they document the excellence of the nominee's teaching.
      FOR COMMUNITY-BASED LEARNING (CBL) AWARD NOMINATIONS ONLY: Other artifacts related to community impact, such as community partner feedback, press releases or news articles, etc.

6. **FOR VAN HISE OUTREACH AWARD NOMINATIONS ONLY**: A **list of major programs** (courses, workshops, etc.) taught in the last three years including the location and brief description of the clientele. The list should demonstrate: 1) the ability to teach out-of-school adults and non-traditional students in a variety of settings, formats, and through different media; 2) the commitment to the Wisconsin Idea of providing life-long learning opportunities for the residents of the state; and 3) the ability to develop innovative programs responsive to public needs.

7. **FOR COMMUNITY-BASED LEARNING (CBL) AWARD NOMINATIONS ONLY**: An overview of CBL work: title, course code and description of CBL designated course(s); description of community-engaged projects or programs and how they are integrated with and enhance deeper meaning of course content; alignment with student learning outcomes and community outcomes/impacts; other ways the course adhered to CBL best practices (i.e. developing projects in partnership with community, evidence of dedication to sustaining partnerships, critical reflection).
   Note: For this award, courses must be officially CBL-designated

ALL NOMINATIONS should conclude with a summary statement of not more than one page that highlights the major reasons why the nominee should be considered for special recognition.

The deadline for the receipt of completed nominations is Monday, December 3, 2018. The committee cannot accept nominations after that date. Please send the nomination packet as a **single pdf file** to the Office of the Secretary of the Faculty at admin@secfac.wisc.edu. If the nomination is a re-submittal, the committee would appreciate having the information updated with recent student teaching evaluations and possibly new letters from students and colleagues. The committee will not consider nominations that do not follow the guidelines given above.