



Best Practices University-Wide and Liberal Arts Teaching Awards

When Selecting Candidates for an Award:

- Be aware of the hierarchy of awards. Candidates who have not received previous teaching awards, or who have received few, would not be strong candidates for career-level awards such as the Regents' or the Academy.
 - Entry-Level: Dickson, Paredes, Waggener
 - Mid-Level: Branson Ward, Dads', President's, Ransom
 - Career-Level: Academy, Blunk, Piper, Regents'
- Do **not** put forward a candidate who does not meet the award criteria. It is important that departments observe the award criteria when selecting candidates.
 - Example: the Dads' emphasizes teaching of undergraduate freshman; do not put forward a candidate who primarily teaches upper-division non-freshman courses.
 - Example: the Blunk emphasizes undergraduate advising and a rank of full professor; do not put forward a candidate who has limited undergraduate advising experience at a lesser rank.

When Compiling Nomination Files:

- The Teaching Award Committee evaluates candidates based only on the materials provided in their nomination file; they do not consider personal knowledge of the candidate in their review. It is important that candidate presents an accurate and complete nomination file appropriate for the nominated award.
- Chair Letters are highly regarded by the committee members. It is important that Chair Letters show strong and compelling support for the candidate. This is especially critical for career-level awards. ***If any CIS results are unusually low, address this in the Chair Letter.**
- All documents, including CVs, should be clearly labeled with a consistent labeling structure, well organized, and easy to navigate.