Date: September 8, 2015

To: UNLV Campus Community

From: Monica Lounsbery
Vice Provost for Faculty Affairs and Institutional Analysis

RE: CALL FOR NOMINATIONS – 2016 UNLV Foundation Distinguished Teaching Award and 2016 Nevada Regents’ Teaching Award

The Office of the Executive Vice President and Provost is pleased to announce the opening of the nomination period for the 2016 UNLV Foundation Distinguished Teaching Award and the 2016 Nevada Regents’ Teaching Award. There can be up to five UNLV awards of $5,000 each. The Regents’ Award is a UNLV / UNR / NSC / DRI competition. UNLV’s nominee(s) for the Nevada Regents’ Award will be selected from the winners of the UNLV teaching award; current or previous.

Nominees must be a full-time academic faculty member and have completed five (5) years of teaching at UNLV at the time of nomination. A recipient of the UNLV Foundation Distinguished Teaching Award may not apply again for that award for five (5) years from the date of the award, but may reapply to be considered for the Regents’ Award. The person nominated for the Regents’ award will be expected to duplicate his / her portfolio on fairly short notice after selections are made. Awardees will be recognized at the Academic Recognition Ceremony in April.

Nominations, including the completed application packet and materials supporting the nomination, are invited through 5:00 p.m., Monday, October 5, 2015, in the Office of Faculty Affairs and Institutional Analysis (FDH 708). Materials must be assembled in a three-ring binder with clearly marked sections containing all of the application materials.

NOMINEES: The checklist you are required to submit with your application packet may be downloaded at http://www.unlv.edu/provost/awards-recognition. The committee will not consider incomplete applications.

I. ELIGIBILITY
Nominees must have completed five (5) years of teaching at UNLV at the time of nomination; and may not apply again for the UNLV Foundation Distinguished Teaching Award for five (5) years from the date of previously winning the award.

II. APPLICATION MATERIALS - All materials will be returned to the nominees at the end of the selection process.
Nominations must include the following supporting materials relative to the nominee:
1. Checklist for the award.
2. Cover letter of nomination from a student, faculty member, or staff member.
a. The nomination letter must address how the candidate accomplished a significant record of excellence in teaching that brought recognition to his or her institution.

b. The letter must provide clear evidence of the candidate’s ability to communicate effectively with students, impart knowledge, and/or develop skills in a manner that excites students’ interest in the subject matter as well as students’ interest in furthering their educational aspirations.

c. The letter must provide clear evidence of the candidate’s enthusiasm for assessing, revising, and updating instructional methods, materials and technologies; a willingness to attempt and revise innovative instructional activities through varied approaches, methods, materials, or technologies in an effort to create ongoing participatory/active learning in the classroom and move the state of instruction in a field to a new level or in new directions; and a recurring effort to create learning tasks (assignments, exercises, and/or exams) that encourage critical thinking/reasoning skills.

d. The letter must provide clear evidence of the candidate’s eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or to other NSHE institutions.

3. Nominee’s current curriculum vitae.

4. A brief, 150-200 word, response to each of the following questions:
   a. Where is the passion in your teaching?
   b. What have been major challenges you have met in your teaching and how have you addressed them?
   c. What may have been missteps you have made as a teacher and how have you handled them?
   d. What have been some of your greatest accomplishments as a teacher?
   e. What have been some of your greatest satisfaction(s) as a teacher?
   f. How have you grown as a teacher?

5. The three (3) most recent annual evaluations by the faculty member’s supervisor.

6. Letters of commendation (no more than 3) that speak to the nominee’s effectiveness, achievements, or abilities as a teacher from persons such as the department chair / unit director, department / unit colleagues, administrators, colleagues from other campus departments / units, employers or business / industry leaders, private or government agencies, and students or student body government representatives. Letter writers may be contacted by the committee.

7. Evidence that supports the nominee’s distinguished teaching. Such evidence might include, but is not limited to, the following:
   a. External peer evaluations or commendations from colleagues outside the nominee’s institution who have recognized the nominee’s instructional accomplishments as truly extraordinary.
   b. Copies of relevant course outlines / syllabi, representative student assignments, samples of course handouts and / or exercises the nominee has developed, and samples of exams. Because distinguished teaching exists in many different forms, the kinds of evidence that
support it might be quite different from any of these examples. All materials should be limited to those used within the past three (3) years.

8. Student evaluation information, to include the following:
   a. A copy of the form used for student evaluations.
   b. A summary table of all student evaluations for the past three (3) years of teaching (excluding sabbatical leaves, etc.). The summary table should include a row for each course with at least the following five (5) column headings:
      - Year
      - Semester
      - Course Number
      - Number of Students
      - Mean of the evaluation form=s overall teaching rating item
   c. The original set of completed evaluation forms (including narrative student comments). If your department / unit retain originals, include a statement from your department chair / unit director supporting your teaching.
   d. Grade sheets for each of the courses for which evaluations are submitted.
   e. Grade distributions from all classes taught in the semesters noted above. Please summarize the number of As, Bs, etc., in each class and include the GPA for each class.

9. Names and addresses of up to five persons, including students, whom the Selection Committee may contact regarding the candidate’s effectiveness, achievements, or abilities as a teacher.

Applicants are strongly encouraged to be brief and selective in presenting the requested supporting documentation. The emphasis should be on illustrating one’s best work in view of the qualitative considerations as noted in items 2.a, b, c, d.

If you have questions about these awards please contact Gloria Ealy at extension 53496.

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