

Call for Nominations

UNIVERSITY DISTINGUISHED TEACHING AWARD *(Formerly Good Teaching Award)*

The purpose of the University Distinguished Teaching Award is to recognize excellence in teaching performance at the undergraduate level and to provide an incentive to achieve that goal.

CRITERIA FOR SELECTION

ELIGIBILITY

Full-time regular and non-regular faculty members of the University of Oklahoma from an academic program with an undergraduate component are eligible to receive the University Distinguished Teaching Award. The faculty member must have been a University of Oklahoma employee during the period for which the outstanding contributions are being recognized; previous accomplishments at other institutions, if applicable, may be used in support of a continued outstanding performance in the area of the specific award.

Those holding distinguished professorships are not eligible. Persons receiving the Regents' Award for Superior Teaching, Research and Creative Activity, and Professional and University Service, are not eligible during the year of their award. A person who has received a University Distinguished Teaching Award (previously known as the Good Teaching Award) is not eligible for the next three years after he or she receives it.

NOMINATION PROCEDURES

The Senior Vice President and Provosts will solicit recommendations for the award by September 15 of each year and announce appropriate schedules for processing the nominations. Furthermore, the solicitations will be posted on the appropriate campus website.

Nominations may derive from department chairs or unit directors, elected members of departmental/unit Committee A, a departments/unit's approved nomination committee, Center leaders, or a group of faculty who are familiar with the nominee's qualifications for the award. Only one nomination by an academic unit or other nominating group of faculty is allowed. The nominating entity will be responsible for assembling the nomination packets including supporting documentation.

Nominations shall be forwarded to the respective dean for review and endorsement. An optional letter from the dean, if included, will focus on evaluatory comments regarding the quality and significance of the nominee's impact on the broader OU mission. The dean's letter will not count towards the 25-page limit outlined below. The dean will forward the nomination materials to the respective Senior Vice President and Provost by **November 1**. Each academic unit may suggest no more than one person.

SELECTION PROCEDURES

The University Council on Faculty Awards and Honors shall consider only the formal nominations. The Council may seek additional data about the nominees from supplemental sources, as appropriate. The Council shall forward to the Senior Vice President and Provosts its recommendation(s). The Council also shall transmit all substantiating materials pertaining to all nominees.

The Senior Vice President and Provosts will review the nomination materials and the Council's recommendation(s), and will forward their recommendation(s) by February 1, along with all nominations and all substantiating material pertaining to all nominees, to the President.

AWARDS

Each awardee will receive a one-time award of \$1,500 and a framed certificate. The recipient will be announced for Norman Campus at the annual Faculty Awards Ceremony and for the Health Sciences Center at the Spring General Faculty meeting.

UNIVERSITY DISTINGUISHED TEACHING AWARD
GUIDELINES FOR NOMINATION MATERIALS SUBMITTED

The University Council on Faculty Awards and Honors (UCFAH) requests that the following guidelines are followed for nominations submitted for the University Distinguished Teaching Award:

ELECTRONIC TRANSMISSION OF NOMINATIONS: *

An electronic dossier for each nomination is to be submitted by the Dean's Office, [via e-mail](#), to the Senior Vice President and Provost's Office for placement on a secured website accessible to University Council on Faculty Awards and Honors members only.

HARD COPY NOMINATIONS: *

Hard copy dossiers (**one unbound copy**) are still required for departmental and college review committees, the Dean, the Senior Vice President and Provost, and the President. **FOLDERS AND NOTEBOOKS ARE NOT ACCEPTABLE.** Double-sided copying of the materials in the dossier is encouraged wherever possible to reduce volume and weight. [DO NOT SEND ORIGINALS.](#)

NOTE: Please read the nomination dossier requirements carefully. Materials are to be presented in the following order:

- (1) **Faculty Awards Cover Page**
- (2) One-page index

25-page limit for the following items COMBINED (number pages 1-25 starting with the letter of nomination):

- (3) The following sequence should be followed:
 - a. **Letter of Nomination (no more than 3 single spaced pages)**
This is the most substantive core of the nomination package and should be written with that in mind. It should outline the candidate's qualifications for the award and should be a synopsis of the entire application. Look at the criteria for selection of recipients and address each point. Include innovative teaching, research, and/or service. The letter should be in plain English without jargon and technical terms so that it can be understood by all the faculty members on the Council. The nominator should distinguish between normal expectations of faculty performance in their department and extraordinary achievements.
 - b. **Short Biography** (about 100 words) highlighting the nominee's most significant accomplishments and written for a general audience.
 - c. **Customized Vitae** that contains the relevant information pertaining to the accomplishments and criteria cited for the award.

DO NOT include copies of reprints or certificates. These items will be removed.

Additional REQUIRED documents not counted towards the 25-page limit:

- (4) **Letters of Support:**
No more than 5 letters should be included. Letters may come from current or former students, student organizations, faculty colleagues, alumni, department chairs, or others familiar with evaluating the individual's teaching effectiveness at the undergraduate level. It is wise to solicit more letters than can be used then select from those the most appropriate to include in the application. Letters should be limited to five or fewer pages and specifically address award criteria. Additional letters will be removed.

Additional OPTIONAL document(s) not counted towards the 25-page limit:

- (5) **Letter from the Dean (Optional):**
This letter will focus on evaluatory comments regarding the quality and significance of the nominee's impact on the broader OU mission.
*** The nomination packet should contain only the items listed above unless stated otherwise ***