

# DISTINGUISHED TEACHING AWARD

## SELECTION PROCESS

I. Phase I of the Selection Process is the nomination phase. The nomination sources are students, alumni, and faculty. A web site will be maintained by the Alumni Association that will allow students, alumni, and faculty to submit their nominations for the Distinguished Teaching Award (DTA). For the nomination to be considered valid, nominators must briefly provide their reasons for nominating the individual in the space provided on the on-line nomination form.

Nominations for the award will occur in the fall semester.

- A. Student Nominations. An email will be sent to notify all students of the opportunity to nominate faculty for the DTA.
- B. Alumni Nominations. An announcement of the DTA nomination process will be included in the Alumni Association e-newsletter. Alumni nominations will be open to all alumni, regardless of the graduation year.
- C. Faculty Nominations. An email will be sent to all full-time faculty to notify them of the opportunity to nominate faculty for the DTA. Each faculty member is to be instructed of the possibility to nominate one faculty member from his or her own department and one from another department on campus.
- D. Eligibility Requirements for Nominations:
  - 1. The faculty member must be in his or her third year or more of full-time employment at The University of Memphis.
  - 2. Former award winners are eligible after seven years, but may not receive the award more than twice in their teaching careers at The University of Memphis.

II. Phase II of the Selection Process is the screening for final consideration.

- A. After the final day to receive nominations, the list of nominees will be sorted by 1) the number of nominations received from alumni, faculty, and students; and 2) the total number of nominations.
- B. A target of 20 nominees is to be selected for final consideration. Selection will occur first from the list of nominees who receive at least one nomination from two or more sources. Should 20 nominees not be achieved using this method, the remainder of the nominees will come from those with the most nominations from any one source.
- C. The committee will have the discretion to determine the final candidate pool using the guidelines above.

### III. Final Evaluation

#### A. Participation of Nominees

1. Faculty members selected by the Committee as nominees will be notified that they are eligible for final consideration for the DTA. The remaining steps will be explained, and they will be asked to indicate if they desire to participate further.
2. If the nominees desire to participate further, they must provide the following documents to the Chair of the DTA Committee:
  - (a) a written statement confirming eligibility to be considered for the DTA based upon the eligibility guidelines;
  - (b) copies of their Student Evaluation of Teaching Effectiveness (SETE) summary reports, in addition to the qualitative student comments, for all courses taught within the last three years.
  - (c) letters of support from former and current students and faculty colleagues (5 letters maximum).

#### B. Department Head Evaluations

1. The department head (chair or dean) will be sent a letter requesting him/her to write a confidential evaluation of the nominee. The evaluations are to be returned to the Chair of the DTA Committee by a given date. All information is held in strict confidence.
2. In the event that evaluation by the chair is unavailable or if the faculty member believes there may be a bias, the Committee may request evaluation from a dean or his/her designee.

#### D. Final Analysis

1. The Committee Chair will submit copies of the SETE summary reports and qualitative student comments, department head evaluations, and letters of support from students, alumni, and faculty members, plus other pertinent data, to the members of the DTA Committee. The finalists will be identified by a number, rather than by name. Any personally identifying information in written evaluations (e.g., finalist name, academic department, courses taught, etc.) will be blotted out.
2. The committee members will review all the data in determining the award winners.