

Criteria and Procedures for Selecting the UL Lafayette Excellence in Teaching Award

CRITERIA:

1. Length of Service: The candidate should have a minimum of five years' full-time service here at UL Lafayette.
2. Rank: There is no restriction on the rank of the candidate. Deans, department heads, acting department heads, endowed professors and eminent scholars are ineligible.
3. Basic Criteria for Selection: The criteria for nominating a candidate shall be: commitment to and effectiveness in teaching; instructional innovation; performance of current students and graduates in professional or graduate school or careers; publications, especially those relating to pedagogy in the discipline; and significant professional service (including service on committees) which contributes to effective teaching.

PROCEDURES:

1. Each department and/or school shall devise its own method for selecting nominees based on the above criteria. Once the nominees have been selected, their names shall be forwarded to the dean of the college. There should be a complete current vita and portfolio attached to each nominee's credentials. In addition, the letter of nomination from the department head should be as complete as possible, amplifying or explaining the importance of items listed or omitted from the vita (see suggested format for letters).
2. The dean shall organize procedures to select the final candidate from the college and forward the nominee to the Outstanding Teacher Selection Committee. The letter of recommendation from the dean should be as complete as possible, amplifying on the information in the department head's letter.

NOTE: The Outstanding Teacher Selection Committee is composed of members from different disciplines. Therefore, as much clarifying information as possible is important in the cover letters.

3. The Committee shall review the credentials of the candidates and rank them independently of one another.
4. The Committee shall then meet as a whole, select the nominee, and forward the name to the President of the University who, if he concurs, sends it to the Foundation.

THE PORTFOLIO

(The candidate should secure whatever materials will present the best and most complete profile for consideration for the award)

REQUIRED MATERIAL FROM THE CANDIDATE

1. A reflective statement by the professor describing personal teaching philosophy, strategies, and objectives.
2. List of courses taught over the last five years.
3. Representative course syllabi which detail course content and objectives, teaching methods, readings, and other assignments (including writing projects).
4. A letter of recommendation from the head of the department assessing the professor's teaching, including faculty development (**See suggestions for material in letter of recommendation on p. 2 of this document**).

OTHER POSSIBLE INCLUSIONS IN PORTFOLIO

1. List of students whom the candidate directed or supervised for honors', master's, or doctoral degrees. (Indicate whether service was as chairperson or member of the committee)
2. Description of curricular revisions, including new course projects, materials, etc.
3. Contribution to or editing of professional journals on teaching in the professor's discipline.
4. List of funded grants which contribute to excellence in teaching in the candidate's discipline.
5. A record of students' success in advanced courses, graduate school, or professional fields.
6. Student course and teaching evaluation data, e.g., the student evaluations of instruction for the past five years (comments, if computer forms have not been returned).
7. Honors or other recognition from colleagues such as an award from a professional organization for distinguished teaching or election to a committee on teaching.
8. Statements from colleagues who have officially observed the professor in the classroom as members of a teaching team or independent observers.
9. Information on the professor's performance as a faculty advisor. This would come primarily from students, but supplementary information might also come from the department head or advising coordinator or from colleagues.
10. Statements by alumni on the quality of instruction.
11. Student publications or student conference presentations on course-related work.
12. Examples of graded student essays showing excellent, average, and poor work along with the professor's comments as to why they were so graded.

NOTE: Except in the case of Performing Arts, videos have not been effective in the selection process.

SUGGESTED INFORMATION IN LETTERS OF RECOMMENDATION

Letters should indicate the following:

1. Description of the characteristics which prompted the recommendation of the candidate as an outstanding teacher.
2. Reference to documented observations of the teacher's performance in the classroom.
3. Information from current and former students about the effectiveness of the instructor in the classroom.
4. Information on funded grants with a pedagogical focus, including whether or not the nominee wrote and/or directed the project or was a major participant in another person's research.
5. Information concerning publications and papers on pedagogy published or delivered at local, state, regional, and/or national meetings.
6. Information on direction and/or organization of conferences for national or international professional societies which relate to teaching in the discipline, etc.

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