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## MEMORANDUM

**To:** Donna E. Shalala, President

**From:** Steven Green  
Chair, Faculty Senate

A handwritten signature in black ink, appearing to read "Steve Green", written over the "From:" line.

**Date:** 29 April 2002

**Subject:** Faculty Senate Legislation #2001-21(D) – Modification of the procedures used for the Faculty Senate Outstanding Teaching Award (revising Legislation #2000-06(D) and #2000-13(D) - a Resolution establishing a Faculty Senate Outstanding Teaching Award and the Addendum that specifies the procedure)

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The Faculty Senate, at its 24 April 2002 meeting, voted unanimously to approve the expansion of the Faculty Senate Outstanding Teaching Award to recognize there are two very different kinds of teaching at the University and the following modifications to the procedures for nomination and evaluation of candidates.

The changes are shown as underlined additions and ~~striketrough~~ deletions.

Members of the faculty will be invited each fall to nominate any full time member of the faculty for this award. The Faculty Senate shall select the awardee(s) by vote from individuals recommended by the Committee. A Committee of five to ten senior faculty members shall be established to make recommendations. The initial members of this committee shall be appointed by the Chair of the Faculty Senate with terms ranging from one to five years. In addition, the Chair of the Faculty Senate and the Provost shall be *ex officio* members of the committee. Each year the recipient(s) of the previous year's award shall fill the vacancy on the committee and serve for five years.

For each nomination received, the Committee ~~may requests~~ will require a) a brief letter of nomination from the nominator; b) brief statement from nominator regarding candidates qualifications for the award, including any teaching awards the candidate may have received; c) current academic curriculum vitae in standard professional format; d) information regarding student evaluations and comments and any peer reviews of the candidate's teaching, if available; and e) letters from colleagues and alumni relating to the candidate's teaching, and f) a statement from the candidate. The selection process may also include observations of teaching by members of the Committee. Finalists may be asked for a statement regarding their teaching philosophy. If the Committee receives nominations of equal merit for both small setting teaching (clinical, field classes, workshops, etc) and large setting teaching (regular lectures and classrooms), then the Committee may recommend individuals for an award based on achievements in one or the other setting for each type of teaching and the Senate may select one recipient for each type.

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The selection process shall begin during the fall and may take the remainder of the academic year, with recommendations being made to the Senate no later than the April meeting of the spring semester. The presentation of the Outstanding Teaching Award shall occur at the December awards ceremony meeting of the Faculty Senate.

The Award shall be accompanied by a plaque given to the individual as well as by the same level of monetary award that accompanies the McLamore Outstanding Service Award and the Distinguished Faculty Scholar Award. In addition to the two plaques already mounted outside the President's Office honoring the recipients of these latter two awards, a third plaque shall be placed alongside the others listing the recipients of the Outstanding Teaching Award.

This legislation is now forwarded to you for your information. No action is required.

SG/kl

cc: Luis Glaser, Executive Vice President and Provost