



**MEMORANDUM**

**To:** Donna E. Shalala, President  
**From:** Mary Coombs *MC*  
Chair, Faculty Senate  
**Date:** March 3, 2004  
**Subject:** Faculty Senate Legislation #2003-19(D) – Change in the Outstanding Teaching Award nominating criteria

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The Faculty Senate, at its February 25, 2004 meeting, voted unanimously to include nomination criteria to clarify who can nominate and who can be nominated for the Faculty Senate Outstanding Teaching Award. For your reference, the proposed changes are underlined in the attachment.

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

MC/kl

cc: Luis Glaser, Executive Vice President and Provost  
J. Donald Temple, Chair, Outstanding Teaching Award Committee

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### C19.3 Outstanding Teaching Award

Members of the full-time faculty will be invited each fall to nominate any full-time member of the faculty for this award. Other members of the University community may recommend a candidate for this award through a member of the full-time faculty. 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 report to the Senate and 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* non-voting 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 will require a) a brief letter of nomination from the nominator; b) brief statement from nominator regarding candidate's 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; e) a portfolio of teaching materials; and ef) letters from colleagues and alumni relating to the candidate's teaching. The selection process may also include observations of teaching by members of the Committee. The awardee should have a substantial record of teaching at the University of Miami and will ordinarily be a member of the Regular Faculty. 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.

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 Senate will host a special meeting in January for all members of the faculty at which the award will be presented. The meeting will be followed by a reception.

Visit <https://www.miami.edu/faculty-senate/Awards/OTAList.pdf> to view a list of the past awardees.

\*The names of the nominees should not be revealed and the following information should be included in the report to the General Welfare Committee and the Senate: The number of new nominations received; The number of nominations from previous years that were reconsidered; The affiliation (Department, School, Discipline, as appropriate) of the nominees to whom serious consideration was given and; The name of the recommended recipient and a short description of the individual's credentials.