



MEMORANDUM

**To:** Donna E. Shalala  
President

**From:** Stephen Sapp  
Chair, Faculty Senate

A handwritten signature in black ink that reads "Stephen Sapp".

**Date:** April 23, 2009

**Subject:** Faculty Senate Legislation #2008-26(D) – Change the *Faculty Manual* Outstanding Teaching Award section C19.3 regarding required documentation for nomination

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At its meeting on April 22, 2009, the Senate voted to change the *Faculty Manual* Outstanding Teaching Award section C19.3 regarding required documentation for nomination.

The revision is enclosed for your reference.

This legislation is now forwarded to you for your information.

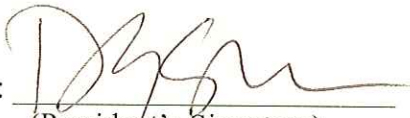
SS/rh

Enclosure (*Faculty Manual* revision)

cc: Thomas LeBlanc, Executive Vice President and Provost  
Diana Lopez, Chair, Faculty Senate Outstanding Teaching Award Committee

Faculty Senate Legislation #2008-26(D) – Change the *Faculty Manual* Outstanding Teaching Award section C19.3, regarding required documentation for nomination

**PRESIDENT’S ACKNOWLEDGEMENT OF RECEIPT**

RECEIVED:  DATE: 4/29/09  
(President’s Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty Senate Office

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

REMARKS: \_\_\_\_\_

## Current Version in *Faculty Manual*:

### C19.3 Outstanding Teaching Award<sup>1</sup>

The Faculty Senate established this annual award to recognize a distinguished record of teaching by individual faculty members at the University of Miami. The award is given to acknowledge either small setting teaching (e.g., clinical, field classes, or workshops) or large setting teaching (e.g., regular lectures).

Members of the full-time faculty will be invited each fall to nominate any member of the full-time 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. A committee consisting of the last five awardees, together with the Provost and Faculty Senate Chair serving as *ex-officio* non-voting members, will review the nominations. The Committee will report and make a recommendation\* to the Senate for selection.

For each nomination received, the Committee will require a) a brief letter of nomination from the nominator; b) a brief statement from the nominator regarding the candidate's qualifications for the award, including any teaching awards the candidate may have received; c) a 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, if available; and f) letters from colleagues and alumni relating to the candidate's teaching. The selection process may 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. Nominators may work with members of the University Community, including the nominee, to assemble materials such as student evaluations and letters from other members of the University Community including alumni.

The Senate will host a special ceremony for all members of the faculty at which the award will be presented. The ceremony 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, but 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, or discipline, as appropriate) of the nominees to whom serious consideration was given; the name of the recommended recipient; and a short summary of the individual's credentials.

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<sup>1</sup> [2005-07\(D\)](#)



~~Strikeout/~~ Underline version:

### C19.3 Outstanding Teaching Award<sup>2</sup>

The Faculty Senate established this annual award to recognize a distinguished record of teaching by individual faculty members at the University of Miami. The award is given to acknowledge either small setting teaching (e.g., clinical, field classes, or workshops) or large setting teaching (e.g., regular lectures).

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For each nomination received, the Committee will require a) a brief letter of nomination from the nominator; ~~b) a brief statement from the nominator~~ regarding the candidate's qualifications for the award, ~~including any teaching awards the candidate may have received;~~ b) a current academic curriculum vitae in standard professional format; ~~c) a completed "Faculty Senate Outstanding Teaching Award Application" form~~ Nomination Form.

~~The Committee will review the nominations and select a set of finalists. Each finalist's nominator will be asked to submit student evaluations of courses taught within the past five years and four letters from colleagues or alumni describing the contributions that make the nominee worthy of this teaching award. The Committee may ask the nominators for additional information, including examples of the nominee's teaching materials, if necessary. d) information regarding student evaluations and comments and any peer reviews of the candidate's teaching, if available; e) a portfolio of teaching materials, if available; and f) letters from colleagues and alumni relating to the candidate's teaching. The selection process may 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. Nominators may work with members of the University Community, including the nominee, to assemble materials such as student evaluations and letters from other members of the University Community including alumni. If possible, nominees should not be told they are finalists. The awardee should have a substantial record of teaching students of the University of Miami and will ordinarily be a member of the Regular Faculty.~~

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

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<sup>2</sup> 2005-07(D)

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, but 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, or discipline, as appropriate) of the nominees to whom serious consideration was given; the name of the recommended recipient; and a short summary of the individual's credentials.

Proposed Clean version:

### C19.3 Outstanding Teaching Award<sup>3</sup>

The Faculty Senate established this annual award to recognize a distinguished record of teaching by individual faculty members at the University of Miami. The award is given to acknowledge either small setting teaching (e.g., clinical, field classes, or workshops) or large setting teaching (e.g., regular lectures).

Members of the full-time faculty will be invited each fall to nominate any member of the full-time 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. A committee consisting of the last five awardees, together with the Provost and Faculty Senate Chair serving as *ex-officio* non-voting members, will review the nominations. The Committee will report and make a recommendation\* to the Senate for selection.

For each nomination received, the Committee will require a) a brief letter of nomination from the nominator regarding the candidate's qualifications for the award; b) a current academic curriculum vitae in standard professional format; c) a completed "Faculty Senate Outstanding Teaching Award Nomination Form."

The Committee will review the nominations and select a set of finalists. Each finalist's nominator will be asked to submit student evaluations of courses taught within the past five years and four letters from colleagues or alumni describing the contributions that make the nominee worthy of this teaching award. The Committee may ask the nominators for additional information, including examples of the nominee's teaching materials, if necessary. Nominators may work with members of the University Community to assemble materials such as student evaluations and letters from other members of the University Community including alumni. If possible, nominees should not be told they are finalists. The awardee should have a substantial record of teaching students of the University of Miami and will ordinarily be a member of the Regular Faculty.

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

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<sup>3</sup> [2005-07\(D\)](#)



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, but 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, or discipline, as appropriate) of the nominees to whom serious consideration was given; the name of the recommended recipient; and a short summary of the individual's credentials.

# *Nomination Form*

## *Outstanding Teaching Award*

### Faculty Senate of the University of Miami

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Nominee's Name: \_\_\_\_\_  
College or School: \_\_\_\_\_  
Department: \_\_\_\_\_  
Academic Rank: \_\_\_\_\_  
Year of First Faculty Appointment at UM: \_\_\_\_\_

*Courses Developed at UM and Year (use additional page if necessary)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

*Courses Taught at UM and Year(s) (use additional page if necessary)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

*Teaching Awards and Honors and Year (use additional page if necessary)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Nominator's Name: \_\_\_\_\_  
Nominator's Signature: \_\_\_\_\_  
Nominee's Dean/Chair Signature: \_\_\_\_\_

*(Dean/chair gives permission for nominee's teaching evaluations to be submitted to selection committee for review if requested.)*