

**UNIVERSITY OF SOUTH FLORIDA**  
**2008-2009 OUTSTANDING UNDERGRADUATE TEACHING AND**  
**ADVISING AWARDS GUIDELINES**

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**A. STATEMENT OF GOALS:**

The goal of the Outstanding Undergraduate Teaching Award program is to encourage excellence in teaching at the undergraduate level. The University intends to ensure that the foundation courses of the undergraduate curriculum receive the proper emphasis in preparing students for work in the major, as well as providing the proper foundation in critical thinking and problem-solving skills.

The goal of the Outstanding Undergraduate Advising Award program is to encourage careful and committed advisement of undergraduate students in order to ensure successful progress in their academic programs. Consideration will be given to faculty advisors or professional advisors, including part-time advisors, who have been identified as particularly successful with special populations.

**B. SPECIFIC CRITERIA FOR SELECTION OF CANDIDATES:**

Candidates for the Outstanding Undergraduate **Teaching** Awards must be full-time continuing faculty who taught a minimum of two undergraduate courses during the academic year 2008-2009, and who were appointed to full-time continuing faculty positions on or before the beginning of the 2007-2008 academic year and who have not received the Advising or Teaching Award during the previous three years.

The evaluation process will consider evidence of the candidate's commitment to excellence in undergraduate teaching as demonstrated by:

- Syllabi, course content, examinations, and other material used in connection with courses;
- Mandatory student evaluations of the candidate;
- Peer evaluations of the candidate's teaching effectiveness (from class visitations conducted by the dean, department chair, or colleagues agreed upon by the candidate);
- Contributions to the improvement of teaching skills of self or others.

Consideration will be given, where appropriate, to development of courses or methods designed to address the dimensions of the University's Liberal Arts curriculum: values and ethics; environmental perspectives; race and ethnicity; and gender; and/or to address learning deficiencies or learning problems of minority students.

Candidates for the Outstanding Undergraduate **Advising** Award must be faculty or professional advisors on permanent full-time or part-time appointments and

who were appointed to permanent advising positions on or before the beginning of the (2007-2008) academic year with a minimum of .25 FTE duties devoted to advising, and who have not received the Advising or Teaching Award during the previous three years. Award recipients will be selected based on consideration of the following:

- Student satisfaction surveys;
- Minimum of three recommendations from supervisors, superiors and peers;
- Demonstrated commitment to excellence in undergraduate advisement as exemplified by the development of new approaches or programs designed to ensure student satisfaction with, and progress in, a chosen academic path; consideration will be given to the success of advisement with regard to special populations;
- Evidence of the advisor's outreach to students (e.g., special workshops);
- Recipients of Outstanding Undergraduate Advising Awards are eligible to compete for a subsequent award if they have not received the Advising or Teaching Award during the previous three years.

**C. DESIGN OF APPLICATION AND SELECTION PROCESS:**

A completed nomination/application will consist of:

- A cover sheet with the name, rank or title, and unit of the candidate, and an indication of whether the candidate is being nominated for an Outstanding Undergraduate Teaching Award or an Outstanding Undergraduate Advising Award;
- A copy of the applicant's curriculum vitae or resume;
- A concise narrative statement prepared by the candidate or nominator describing the activities in teaching or advising during the 2008-2009 academic year upon which the candidate is to be judged;
- Certified results (by Chairs or Supervisors) of surveys or evaluations conducted in support of the nomination;
- Assessment of the candidate's success prepared by peers as a result of direct observation;
- Evidence of student success as a result of the candidate's efforts; particular attention should be paid to special populations;
- Explanation of how the candidate's efforts are innovative or particularly successful;

- List of publications, if appropriate;
- Letters of support: In the case of professional advisors, letters will be required of the immediate supervisor and the appropriate coordinator of advising.

**Letters of support from students, current or former, should not be included in the file.**

Documentation for advising award applications should focus on activities during the current and previous year only.

**Outstanding Undergraduate Teaching Awards:** Nominations will be submitted by the candidate or nominator to the appropriate college or campus dean and reviewed by the college or campus Teaching Awards Committee. Each College is responsible for informing their faculty of all deadlines. This committee will be chaired by an assistant or associate dean and will consist of faculty members, including previous winners of teaching awards, representing various areas of the college or campus, and at least two undergraduate students of the college or campus appointed by the dean. The committee will recommend to the dean those candidates believed to be truly deserving of the award.

The dean will select a number of candidates equal to the number of awards available to the college or campus and forward their names to the Provost (Attn: Gene Murdock) by **Friday, October 2, 2009**. The dean will also notify the candidates not selected for the awards. The Provost will announce the award recipients by November 6, 2009. Recipients will be recognized by the President and the Provost during the Fall 2009 semester.

**Outstanding Undergraduate Advising Awards:** Nominations will be submitted by the candidate or nominator to the Provost (Attn: Gene Murdock) no later than **Friday, October 2, 2009**. Nominations will be reviewed by a committee appointed by the Provost in consultation with the Director of Academic Advising, and chaired by the Assistant Director of Academic Advising or designee. At least one undergraduate student and one previous award winner will serve on the committee. The committee will make recommendations for awards to the Provost by Friday, October 23, 2009. The Provost will announce the award recipients by November 6, 2009. Recipients will be recognized by the President and the Provost during the Fall 2009 semester.