UNIVERSITY OF SOUTH FLORIDA
2012-2013 OUTSTANDING UNDERGRADUATE TEACHING AND ADVISING AWARDS GUIDELINES

Student Success is a primary goal of the 2013-2018 USF Strategic Plan. The Outstanding Undergraduate Teaching and Advising Awards recognize excellence, innovation and effectiveness in teaching or advising in our undergraduate programs.

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 part-time professional advisors with a minimum of .50 FTE, 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 (including instructors) who taught a minimum of two undergraduate courses during the academic year 2012-2013, and who were appointed to full-time continuing faculty positions on or before the beginning of the 2011-2012 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;
- A 3-5 minute video of a class taught by the applicant. Consult Academy for Teaching and Learning Excellence for help.
- 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 professional advisors on permanent part-time or full-time appointments and who were appointed to permanent advising positions on or before the beginning of the 2011-2012 academic year with full-time duties devoted to advising, and who have not received the Advising or Teaching Award during the previous three years. Consideration will be given to part-time professional advisors (minimum FTE .50).

Award recipients will be selected based on consideration of the following:

- Student satisfaction surveys;
- Letters of support, minimum of three, but not more than four, recommendations (one page each) 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;
- Strong interpersonal skills, availability to advisees, faculty or staff; frequency of contact with advisees, appropriate referral activity, use and dissemination of appropriate information sources; evidence of student success rate, by advisor or department; caring helpful attitude toward advisees, faculty, and staff; meeting advisees in informal settings.
- Participation in and support of intrusive advising to build strong relationships with advisees; monitoring of student progress toward academic and career goals.
- Mastery of institutional regulations, policies, and procedures; ability to engage in, promote, and support developmental advising.
- 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 application will consist of:
- Nomination by department/unit chairs/directors (Teaching Award Only)
- A cover sheet with the name, rank or title, and unit of the candidate;
- A copy of the applicant’s curriculum vitae or resume;
- A concise narrative statement prepared by nominator (Teaching), prepared by candidate (Advising) describing the activities in teaching or advising during the 2012-2013 academic year in which the candidate is to be judged;
• Certified results (by Chairs or Supervisors) or (or the college’s lead advising administrator for Advising) of surveys or evaluations conducted in support of the nomination;

• A video of about 3-5 minutes of a class taught by applicant/candidate. (Teaching)

• 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; (Teaching)

• Letters of support from the chair/director (Teaching); 3 letters of support to include supervisor and lead advising administrator (Advising)

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

*Self nominations for Teaching are not acceptable.

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

Outstanding Undergraduate Teaching Awards: Documents will be submitted by the 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 dean or associate dean and will consist of faculty members representing various areas of the college or campus, and at least two undergraduate students of the college or campus appointed by the dean. Each College Committee, except the college of Arts and Sciences Committee, will nominate three candidates to be forwarded to the University Committee. The college of Arts and Sciences will nominate nine candidates, three representing each of the three Schools of the College.

The Provost will announce the award recipients by November 26, 2013. Recipients will be recognized by the President and the Provost during the Fall 2013 semester.

The University Committee and chair will be appointed by the Vice Provost for Student Success. The University Committee will select the winners, ensuring that there will be at least one awardee in each college (or School in the case of CAS).
**Outstanding Undergraduate Advising Awards:** Nominations will be submitted by the candidate or nominator to the Provost (Attn: Gene Murdock) no later than **Friday October 4, 2013**. 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 **November 8, 2013**. The Provost will announce the award recipients by November 26, 2013. Recipients will be recognized by the President and the Provost during the Fall 2013 semester.