

August 10, 2011

## The University of Tennessee at Martin

### Coffey Outstanding Teacher Award Nomination Instructions

The **Coffey Outstanding Teacher Award** recognizes a faculty member who has excelled in meeting the following criteria:

1. Strength in teaching as determined by the cumulative faculty record and by student evaluations of teaching.
2. Contribution to the teaching profession through extracurricular achievements, leadership responsibilities, and implementation of his/her scholarly/creative activities in the classroom.

**Part I. Narrative: Chairs should address the following items in a Letter of Nomination to the respective Dean. Letters of Nomination with Award Nomination Form and attachments in Part II below are due in the Dean's office by October 1.**

1. List any activities in which the Nominee has participated during the past five (5) years that you believe has helped make the Nominee an outstanding teacher.
2. Briefly describe what is unique about the Nominee's teaching style and/or strategies and what makes these effective in the classroom.
3. Discuss how the Nominee enhances instruction by his/her own scholarly or creative activities.
4. List any awards, grants, or honors that the Nominee has received that speak to the nominee's abilities as a teacher.
5. List any other contributions that the Nominee has made to the University, his/her profession, or the community at large that illustrate the Nominee's commitment to teaching and his/her abilities as a teacher.

**Part II. Supporting Materials:** Nominee's supporting materials must include the following items.

1. Current vita of Nominee
2. Recent copies of 4 years of student evaluations, **including a copy of the student evaluation instrument used by the department**, indicating the scale used (i.e., does "1" represent highest or lowest value?)
3. Other supporting documentation of nomination as deemed necessary

**Part III. Current Student Evaluations:** As part of the nomination package, the Nominee will be evaluated by his/her students in two (2) of the classes he/she teaches during Fall Semester. The Director of the Office of Research, Grants and Contracts will provide the applicant's Department Chair with standardized forms and bubble answer sheets for the evaluations. The Department Chair will arrange for the evaluations to be conducted by someone other than the Nominee. Students must not be informed in any way prior to the date/time of the evaluation that they will be evaluating the Nominee; doing so will result in the Nomination being disqualified at the University review level. The Department Chair will collect and send these evaluations directly to the Office of Research, Grants, and Contracts in appropriately marked envelopes.

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**Note:** The Committee will evaluate Nominees using the following percentages: 60 percent nomination package (including prior student evaluations) and 40 percent current student evaluations. The Committee reserves the right to request copies of any materials listed on your curriculum vitae. **Acceptance of this award carries the following stipulations: (1) the awardee will remain at UT Martin for the subsequent year following the award; and (2) the awardee will serve a 2-year term on the University Teaching Effectiveness Advisory Committee.**

Nomination packages, excluding the Fall Semester student evaluations, are to be received in the office of the Dean by **October 1**. In any year in which this deadline falls on a weekend or holiday, the deadline will be extended to the next regular business day.