

August 10, 2011

**The University of Tennessee at Martin**  
**Coffey and Cunningham General Nomination and Recommendation Processes**

**I. Eligibility**

A. To be eligible for the Coffey and the Cunningham Awards, a Nominee must have been a full-time, tenure-track faculty member whose normal duties include at least 50% teaching and who has taught at UT Martin for the last four consecutive years at the time of nomination.

B. Faculty members will not be eligible for more than one teaching award per year (Coffey, Cunningham, NAA). Faculty members who have been selected to receive the Coffey Outstanding Teaching Award or the Cunningham Outstanding Teacher/Scholar Award will not be eligible to apply for either of those awards again for a period of five (5) years. Any faculty member who has won the NAA Outstanding Teacher Award will not be eligible to apply for that award for 10 years. Awardees will receive a monetary amount for each award as follows: Coffey Outstanding Teaching - \$5,000; Cunningham Outstanding Teacher/Scholar - \$10,000. These amounts are subject to change depending on the interest rates and the amount of interest earned.

C. Acceptance of either the Coffey Outstanding Teaching Award or the Cunningham Outstanding Teacher/Scholar Award carries the following stipulations: (1) the awardees will remain at UT Martin for the subsequent year following the award; (2) the awardees will serve a 2-year term on the University Teaching Effectiveness Advisory Committee; and (3) the Cunningham Awardee will serve as one of the speakers for the Academic Speakers Bureau for the subsequent year following the award.

**II. Nomination and Selection Processes at the College Level**

Nominations for the Coffey and Cunningham Awards shall be determined by UT Martin's five (5) academic Colleges. Each College shall have the opportunity to nominate one (1) candidate for each award. The nomination and selection processes are as follows:

1. Departmental nominations are made by the Chair to the respective Dean according to the guidelines set forth on the University Nomination Form and addressing the criteria established by the respective College. Chairs will need to verify eligibility of nominees with the Office of Research, Grants, and Contracts. Letters of nomination, with supporting documentation (i. e., nominee's vita, recent copies of 4 years of student evaluations, and other items to support the nomination), should be submitted to the Dean of the Nominee's College by **4:30 on October 1**.

2. Each Dean will meet with the Chairs to evaluate all nominations and select one Coffey and one Cunningham nominee at the College level. The Dean and the Chairs will establish the criteria for selection, and these criteria may have features unique to each College; however, all nominees must meet the requirements set forth in the administrative provisions for the award.

**III. Selection Process at University Level**

A. After selecting the final Nominee for each award, the Deans will prepare a formal acceptance notification to be signed by each Nominee (form letter on ORGC website), which will then be sent to the Office of Research, Grants, and Contracts. The Nominees will complete the form for the schedule of classes being taught during the Fall Semester (form on ORGC website) and give the completed form to their Department Chairs. The Department Chairs of the Nominees will select two (2) courses for each Nominee for which they will be evaluated and mark those accordingly on the class schedule. **Lab**

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**sessions are to be excluded from the evaluation, but must be accounted for on the schedule of classes being taught.** The Deans will submit the recommendation package to the Office of Research, Grants, and Contracts, 100 Administration Building, by **December 1**. The package needs to include the following items: (1) a letter of recommendation from the Dean for the College for each Nominee; (2) the nomination letters and supporting documentation prepared by the Nominees' respective Department Chairs; and (3) the selection criteria used by each College to determine the respective College nominations. These nomination packages may take whatever form, other than electronic, that the Deans deem appropriate; however, **it is recommended** that the package be in the form of a notebook with three tabbed sections that follow the items noted above. The ORGC will submit the package to the Teaching Effectiveness Advisory Committee (TEAC) for review in the form that it arrives in the office.

B. For the Coffey and the Cunningham Awards, evaluations will be conducted in two (2) courses taught by each Nominee. The Department Chairs will send the schedule of classes to the ORGC that denotes which classes will be evaluated. Then, the ORGC will prepare and send envelopes that contain copies of the standardized evaluation form and bubble answer sheets to the Department Chairs. These envelopes will be marked with each nominee's name and classes to be evaluated. These evaluations are due back to the ORGC in the appropriately marked envelopes by **December 1**.

C. Between **December 1 and February 1**, the TEAC will review and rank all Nominees' nomination materials. The TEAC will meet **during an agreed upon date and time in February** to discuss the reviews and select the Coffey and the Cunningham awardees. The TEAC may, at its discretion, move Nominees between categories in the event that the Nominees qualify for either award.

D. The Director of the Office of Research, Grants, and Contracts will submit names with results of evaluations to the Provost and Vice Chancellor for Academic Affairs by **March 1**, who, in turn, will submit the results to the Chancellor.

E. The Chancellor will notify the Coffey and the Cunningham Awardees of the results by **March 30**.

F. Awards will be announced each year at the Honors Day Ceremony in **late April**.

**Note:** The TEAC will evaluate Nominees using the following percentages: 60 percent nomination package (including prior student evaluations) and 40 percent current student evaluations. In any year in which one or more of the above deadlines falls on a weekend or holiday, the deadline will be extended to the following regular business day.