

August 10, 2011

## The University of Tennessee at Martin

### Cunningham Outstanding Teacher/Scholar Award Nomination Instructions

The Cunningham Outstanding Teacher/Scholar Award recognizes a faculty member who has excelled in meeting the following criteria:

1. Strength in teaching
2. Contribution to the teaching profession

**Part I. Narrative: 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. Discuss research activities and/or creative endeavors in which the Nominee has participated in the past five (5) years that you believe has helped to articulate the values, vision, roles, and responsibilities of a faculty member at the university.
2. Briefly describe how the Nominee has employed appropriate theories of student learning and pedagogy to his/her teaching. Include in this description how it is evident that the Nominee regularly assesses his/her teaching effectiveness and revises accordingly, other than through departmental student evaluations.
3. How does the Nominee link understanding of current developments in his/her discipline to advancing the students' understanding of the discipline? How does the Nominee integrate "discovery" into teaching, learning, and service?
4. Briefly discuss how the Nominee employs the apprenticeship model in his/her classroom? In other words, how does the Nominee invite students to participate in the Nominee's research activities and creative endeavors as junior partners to learn practices and ways of knowing that advance the state of the art in the field?
5. Briefly discuss how the Nominee's scholarly approach to teaching is reflected in the Nominee's design of courses and the curricula. In other words, provide examples of scholarship that has produced a product that has been made available for peer review and advanced knowledge or artistic perception.

**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

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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 these evaluations and send them directly to the Office of Research, Grants, and Contracts in appropriately marked envelopes.

*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 the Nominee's curriculum vitae.

**Acceptance of this award carries the following stipulations that the awardee: (1) will remain at UT Martin for the subsequent year following the award; (2) will serve a 2-year term on the University Teaching Effectiveness Advisory Committee; and (3) will serve as one of the speakers for the Academic Speakers Bureau for the subsequent year following the award.**

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.