

[Letterhead]

MEMORANDUM

DATE:

TO:

FROM:

RE:

You have been nominated for the _____ Award. This award is designed to recognize those persons who are outstanding _____. You are to be congratulated on your nomination. Please refer to the *Coffey and Cunningham General Nomination and Recommendation Processes* on the ORGC website (www.utm.edu/rgc) to review the monetary amount for the award and the stipulations associated with acceptance of the award if you are selected.

I have enclosed a form on which you are to list your teaching schedule, including labs. If you wish to continue this process, please return the original of this signed letter to me and the attached class teaching schedule to your Department Chair by **November 1**, keeping copies for your files. Student evaluations of two classes during the Fall Semester will be completed between **November 7 and the last day of Fall Semester classes**. The student evaluation instrument and computer answer sheets will be sent to your Department Chair, who will arrange for these to be administered. The Teaching Effectiveness Advisory Committee will review nomination packages between December 1 and February 1, and select the Awardees.

If you choose not to continue the nomination process, please sign, date the appropriate response, and return it to me by **4:30 p.m., November 1 (due to ORGC by 11/7)**, so that we will have a record of your preference.

1. I do wish to continue the evaluation process and agree to cooperate in the following ways:
 - a. Allow students in two of my Fall Semester classes, chosen by my Department Chair, to evaluate various areas of my teaching;
 - b. Not to divulge or discuss my nomination with colleagues until after the evaluation
 - c. Not to inform my classes (**in advance**) that I am being evaluated; and
 - d. Furnish a schedule of my classes and the number of students in each class (completed form attached).

(Signature)

(Date)

2. I do not wish to continue the process. Please remove my name from consideration.

(Signature)

(Date)