

The University of Tennessee at Martin
Coffey Outstanding Teacher Award
and
Cunningham Outstanding Teacher / Scholar Award

Instructions
Nominations and Submissions

DESCRIPTION OF AWARDS

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

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

The Coffey award recipient will receive a monetary award of up to \$5,000. The award is made possible through the generosity of Charles and Mai Coffey who funded the award in 1997 because of their strong belief in the importance of good classroom teaching. The award amount is subject to change depending on the interest rates and the amount of interest earned.

The **Cunningham Outstanding Teacher/Scholar 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; and
2. Contribution to the teaching profession through extracurricular achievements, leadership responsibilities, implementation of the nominee's scholarly/creative activities within the classroom environment, and involvement of students in scholarship outside of the regular coursework through meaningful experiences as is appropriate in the faculty member's discipline.

The Cunningham award recipient will receive a monetary award of up to \$10,000. The award is made possible through the generosity of James R. Cunningham who funded the award in 1993 because of his desire to assist UT Martin's efforts to recognize outstanding faculty members. The award amount is subject to change depending on the interest rates and the amount of interest earned.

ELIGIBILITY

A nominee is eligible for the Coffey and the Cunningham Awards if the faculty member:

- a. is a full-time, tenure-track faculty member whose normal duties include at least 50% teaching and
- b. has taught at UT Martin for the last four consecutive years at the time of nomination.

A nominee is ineligible if:

- a. The faculty member received the Coffey award in the last five (5) years.
- b. The faculty member received the Cunningham award in the last ten (10) years.
- c. The faculty member received the UT Alumni Association Outstanding Teacher Award for the same year.

NOMINATION INSTRUCTIONS

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 with required deadlines are as follows:

- Each Dean shall select one Nominee for each award giving consideration to candidates from all departments over which the Dean supervises. Deans are encouraged to solicit information for potentially eligible candidates (see eligibility criteria above) from their respective Department Chairs.
- **September 30th:** During the month of September, each Dean shall notify the chosen Coffey Award Nominee and Cunningham Award candidates of their nominations by using the appropriate "Notification of Nomination" form found on the website for the Office of Research and Sponsored Programs. To allow sufficient time for the Deans to complete the paperwork, Nominees must indicate whether they desire to be considered for the campus award and return the completed form to the appropriate Dean by September 23rd. The Dean shall review and complete the final selections on the Notification form and forward the form to the Office of Research and Sponsored Programs by September 30th.
 - At http://www.utm.edu/departments/rgc/teaching_awards_main.php, Deans will find a form for the candidate to accept or decline the nomination; the form also includes information about nominees classes to be evaluated. The Dean will send the information to the ORSP. The ORSP will work with the chair to select two classes, excluding labs, to be evaluated. The Chair will sign the form at the bottom and return the packet of Opscan forms and evaluations to ORSP. The evaluations must be completed by the last day of classes.

October 31st: During the month of October, the Coffey Nominee's Department Chair and the Cunningham Nominee's Department Chair shall write a letter of recommendation for the Nominee and submit it to that Nominee's Dean by October 31st. The Department Chair shall not present any additional information to the Dean, the Teaching Effectiveness Advisory Committee members or the Office of Research and Sponsored Programs.

Also during the month of October, each Nominee shall gather or create the following information and submit it to the respective Dean by October 31st:

1. **Narrative.** The Narrative should be entitled as such as and should:
 - a. List any activities in which the Nominee has participated during the past five (5) years that the Nominee believes has helped make the faculty member become an outstanding teacher.
 - b. Briefly describe what is unique about the Nominee's teaching style and/or strategies and what makes these effective in the classroom.
 - c. Discuss how the Nominee enhances instruction by the nominee's own scholarly or creative activities and the inclusion of any students in this endeavor.
 - d. List any awards, grants, or honors that the Nominee has received that speak to the nominee's abilities as a teacher.
 - e. List any other service contributions that the Nominee has made to the University, the faculty member's discipline, or the community at large that illustrate the Nominee's commitment to teaching and abilities as a teacher.

The narrative can have headings or sections if the nominee so desires; however, the narrative's required format should comply with the following instructions:

- a. Typed
- b. One inch (1") margins.
- c. Times New Roman font with 12-point font size
- d. Double-spaced
- e. No longer than four (4) pages in total

2. **Recording.** The Nominee shall arrange for the recording of one (1) class (or other formal session) of the Nominee's choosing which provides evidence of your teaching style in a typical learning environment. The video should be a minimum of 15 minutes and a maximum of 30 minutes long and should be continuous and unedited in format. The recording can be done in an Echo classroom or can be made with a video camera or other device. The recordings **MUST be delivered to the Dean as internet link ONLY.**

3. **Scholarly activities** (applies to Cunningham award Nominees only). The Nominee shall provide a maximum of three (3) recent examples of the nominee's scholarly activities that are utilized for classroom learning purposes. "Recent" should be interpreted as within the last five (5) years.

The Nominee shall not present any additional information to the Department Chair, the nominee's Dean, the Teaching Effectiveness Advisory Committee members, or the Office of Research and Sponsored Programs. The purposes of this request are (a) to ensure that an equal amount of material is available for each Nominee and (b) to encourage the submission of quality material instead of quantity of material.

- **November 5th:** During the first five (5) days of November, the Director of the Office of Research and Sponsored Programs will prepare and send envelopes that contain copies of the standardized evaluation form and bubble answer sheets to the Nominee's Department Chair. These envelopes will be marked with each nominee's name and classes to be evaluated in accordance with the selections made by the Dean on the Notification form described above. These evaluations will 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 Chair may request assistance from a proctor or another faculty member in the department to administer these evaluations which shall (when completed) be collected and sent directly to the Office of Research and Sponsored Programs in appropriately marked envelopes.
- **November 30th:** During the month of November, each Dean shall gather and / or create a separate notebook for each award Nominee with (a) a cover page showing Nominee's name, nomination award (i.e., Coffey Award or Cunningham Award), College, and Year and (b) with dividers for the two (2) sections described below by the end of the month to the Office of Research and Sponsored Programs (100 Administration Building) and shall be reviewed by the Teaching Effectiveness Advisory Committee for purposes of selecting a Coffey and Cunningham awardee:

Section 1. Information from Nominee

- a. Copy of the Notification of Nomination signed by the Nominee
- b. Narrative written by the Nominee
- c. Recording provided by the Nominee (i.e., internet link)
- d. Scholarly activities (for Cunningham award only)

Section 2. Information from Administrators

- a. Nominee's current vita.
- b. Nominee's student evaluations from prior four (4) years including a copy of the instrument used by the department for the evaluation and the scale used (i.e., Does "1" represent highest or lowest value?)
- c. Letter of Recommendation written by Department Chair. This letter is recommended to be single spaced, no longer than two pages, and contain information regarding the Nominee's performance as a teacher (for Coffey Nominee) or as a teacher / scholar (for Cunningham Nominee).
- d. Letter of Recommendation written by the Dean (for Cunningham Nominee only). This letter should speak to the Nominee's teaching and scholarly activities (as defined by nominee's academic unit) and the extent to which those activities expand the knowledge in nominee's field of study. The letter may also include information on nominee's relevant service activities.

The Dean and the Department Chair shall not present any additional information to the Teaching Effectiveness Advisory Committee members or the Office of Research and Sponsored Programs. The purposes of this request are (a) to ensure that an equal amount of material is available for each Nominee and (b) to encourage the submission of quality material instead of quantity of material.

- Between **December 1st and February 1st**: 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. The TEAC will evaluate Nominees using the following percentages: 60 percent nomination package (including prior student evaluations) and 40 percent current student evaluations.
- **March 1st**: The Director of the Office of Research and Sponsored Programs 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.
- **March 30th**: The Chancellor will notify the Coffey and the Cunningham Awardees of the results by March 30th. Awards will be announced each year at the Honors Day Ceremony in late April.

Note: 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.

STIPULATIONS OF RECEIVING THE AWARDS

By accepting the **Coffey Outstanding Teaching Award**, the awardee agrees to:

- Remain at UT Martin for the subsequent year following the award.
- Serve a 2-year term on the University Teaching Effectiveness Advisory Committee.
- Assist in the UT Martin Honors Day ceremony for the subsequent year following the award by formally announcing the names of the students who are being honored.
- Participate as a speaker at a "Talking About Teaching" session regarding nominee's successful or unique classroom techniques and / or activities.
- Consider writing to the Coffey family (address available through the UT Martin Office of Alumni and Development) regarding nominee's appreciation for the award and nominee's commitment to quality teaching.

By accepting the **Cunningham Outstanding Teaching / Scholar Award**, the awardee agrees to:

- Remain at UT Martin for the subsequent year following the award.
- Serve a 2-year term on the University Teaching Effectiveness Advisory Committee.
- Speak at the Academic Speakers Bureau for the subsequent year following the award.

- d. Consider writing the Cunningham family (address available through the UT Martin Office of Alumni and Development) regarding nominee's appreciation for the award and nominee's commitment to quality teaching and scholarly activity.