

The University of Tennessee at Martin

Notification of Nomination for Coffey Outstanding Teaching Award

TO:

FROM:

DATE:

SUBJECT:

You have been nominated from our College for the Coffey Outstanding Teaching Award, a campus-wide award designed to recognize those persons who are outstanding examples of teaching excellence. Additional instructions for this award are available on the UT Martin website for the Office of Research and Sponsored Programs (ORSP). I congratulate you on your nomination.

If you wish to continue this process, please perform the following tasks:

- a. Complete the first five columns of the grid below regarding your class schedule, sign, and date.
b. Return this memo to me by **September 23rd (due to ORSP by 9/30)**, keeping a copy for your files. I will complete the remaining column and send to the ORSP.

I wish to continue the evaluation process and agree to cooperate in the following ways:

a. My current class schedule is as follows:

Table with 6 columns: Class, Section, # of Students, Days & Times, Location (Building & Room #), Dean initials the 2 classes selected for evaluation.

- b. I will visit the ORSP website for additional instructions associated with the award and will submit the requested items to my Dean by the deadline of October 31st.
c. I will allow students in two of my Fall Semester classes, chosen by my Dean, to evaluate my teaching between November 6th and November 30th of this semester. I understand the evaluation instruments may be sent to my Department Chair who will arrange for their administration.
d. I will not divulge or discuss my nomination with colleagues until after the evaluation.
e. I will not inform my classes (in advance) that I am being evaluated nor of the purpose of the evaluation.

Signature: _____

Date: _____

If you do not wish to continue this process, please sign on the line below and return this memorandum to me by **September 23rd (due to ORSP by 9/30)**, so we have a record of your preference.

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

Signature: _____

Date: _____