

## THE COLLEGE OF NATURAL SCIENCES OUTSTANDING TEACHING AWARDS

### Application Criteria and Guidelines

Deadline: 3<sup>rd</sup> Friday in February of each year

The **CNS Outstanding Teaching Award** recognizes excellence in teaching and honors faculty for their teaching accomplishments. The basis for the CNS Outstanding Teaching Award is broader than those typically applied for the University's Distinguished Teaching Award, in that contributions to graduate education or undergraduate independent study could be the basis for recognition. The CNS Outstanding Teaching Award program is administered by the College and the Provost's Office, using guidelines established by The Institute for Teaching Excellence and Faculty Development (TEFD). The following information describes the College nomination process and criteria for evaluation as defined by the TEFD. The complete TEFD guidelines are found here: <http://www.umass.edu/ctfd/grants/16-17%20COTA.pdf>.

#### **Eligibility:**

- Any full-time faculty member who has been a member of the college for a minimum of three years and who has taught at least two semesters before being nominated.
- Faculty who have received the University's Distinguished Teaching Award or the CNS Outstanding Teaching Award within the past seven years are not eligible.
- Faculty are nominated by Department Heads and Chairs or a suitable designee.

#### **Criteria:**

***Teaching Effectiveness and Creativity*** -- Evidence that the teacher has developed effective skills in managing the art and craft of teaching. The teacher is enthusiastic, well prepared for class, presents material in an interesting and clear manner, is fair and reasonable in the evaluation of students, and has the ability to encourage and motivate learning in students. The teacher is open to new techniques and approaches to stimulate intellectual growth and to generate active student participation.

***Impact on Students*** -- Evidence that the teacher has an interest in students and advisees and is concerned for their educational and personal welfare. The teacher is approachable and available to students in and outside the classroom, and is involved with student activities. The teacher is tolerant of different viewpoints and treats peers and students with respect.

***Subject Mastery and Scholarship*** -- Evidence of mastery of the subject matter in courses taught, in scholarship, and in public service. The teacher has the ability to organize, emphasize and clarify ideas, and communicate knowledge beyond the mere exchange of information. The teacher blends new ideas, research and developments into instruction both within and outside the classroom.

***Contributions to Teaching Mission*** -- Evidence that the teacher assumes responsibilities on department curriculum, honors, or teaching excellence committees, is involved in supervising graduate students, seeks feedback about teaching quality and is engaged in activities to improve teaching. The latter may include attending seminars, developing special teaching materials or publications, exploring alternative methods, and seeking aid in trying new teaching ideas.

#### **The Nomination Process:**

The following documentation should be assembled into one pdf. document (12-point font, single-spaced, one-inch margins). Please keep in mind that a multidisciplinary committee of

faculty from across CNS who are *not specialists in the nominee's field* will be reviewing and evaluating the candidate's materials.

1. **A nomination letter** written and submitted by the Department Head or Chair (or a suitable designee) of the faculty nominee (*maximum of three pages*). The letter should:
  - Advocate and outline the case for why and how the nominee has met the award criteria.
  - Indicate the relationship between the nominator and nominee.
2. **A personal statement** prepared by the faculty member being nominated (*maximum of one page*). The statement should:
  - Describe teaching styles, methods and objectives, and if appropriate, examples of the integration of teaching with research and scholarship.
3. **An abbreviated professional CV**, made pertinent to the award criteria (*maximum of five pages*). The CV should:
  - Include appointment and years of service in the College of Natural Sciences (or predecessors).
4. **Up to three letters of support**. At least one letter should be from a student and one from a faculty member or administrator (*maximum of two pages each*). The letters should:
  - Provide specific examples of the contributions of the nominee with regard to the criteria outlined above.
  - Describe the relationship between the letter writer and the nominee.
5. **A summary of student evaluations** of the nominee's teaching. The summary should:
  - Be from teaching conducted during the past three years.
  - Include enrollment information.

**Deadline:** Nominating materials for the **CNS Outstanding Teaching Award** are due to CNS no later than **5:00 pm on the 3<sup>rd</sup> Friday in February of each year**.

**Submission:**

- Email the complete pdf. document (nomination letter, statement, c.v., letters of support, student evaluations) to Amanda Leigh-Hawkins ([aleigh@cns.umass.edu](mailto:aleigh@cns.umass.edu)).
- Please include **Nomination: CNS Outstanding Teaching Award** in the subject heading.