Teaching Excellence Awards
Finalist Guidelines, Individual
Awards 2024- 2025

<u>Nominee Portfolio Materials</u>

Deadline for submission of all materials to <u>TEA@uh.edu</u> is February 3, 2025

Please submit the finalist packet containing the following items in the exact order presented below as a single <u>PDF</u> document file (named with the last name/first name of the nominee). The maximum file size for each is 20 mb. Submit the packet to TEA@uh.edu

RE-SUBMIT COPIES OF THE FOLLOWING ITEMS FROM THE <u>ORIGINAL</u> NOMINATION PORTFOLIO:

1. Nomination Form

2. The one-page letter of nomination

3. The one page statement of teaching philosophy by the nominee. This should be a self-reflective statement of your beliefs and goals concerning teaching and learning. Include specifics of how you put your beliefs into practice to achieve your goals.

4. The nominee's curriculum vitae that focuses on teaching-related activities such as: course development, advising, mentoring, and other contributions to the teaching program of a department or college.

5. For <u>Innovation in Instructional Technology nominees only</u>**:** A one-page description of the innovative teaching using instructional technology.

6. For <u>Distinguished Leadership nominees only</u>: In addition to the nomination letter, a statement is required from the Department Chair acknowledging the department's support of the nomination and commitment of a reduced course load for the nominee should s/he receive the award.

JOINED WITH THE FOLLOWING ADDITIONAL MATERIALS:

7. Six letters of recommendation addressed to the TEA Committee distributed as follows:

   a. At least three letters must be from a student (current or former) or alumnus, describing the nominee's contribution to the student's success.

   b. At least one letter must be from a faculty member.

   c. At least one letter must be from an administrator.

   d. Provide one additional letter of recommendation. This letter may be from a student, former student, faculty member or administrator.

   Items (b) and (c) should note specific aspects of outstanding teaching (e.g., extraordinary contributions to student learning, student retention in difficult classes, innovative teaching methods, production of exceptional course materials). There should be no more than a combined total of six (6) letters of recommendation; all others will be disregarded.

8. A copy of teaching evaluation questionnaire, <u>summary</u> of student evaluation statistics and typed un-edited compilation of student evaluation comments for the last two long semesters and any additional semesters if necessary to provide a representative sample. Comparative data within the department/college strengthens the portfolio.

9. A narrative summary or key of comparative grade distributions for the last two years and any additional semesters if necessary to provide a representative sample. For each class, report the average grade and number of Ws, As, A-s, B+s, etc.

10. Other evidence of extraordinary contributions such as, but not limited to, sample syllabi, course materials, student successes, department teaching awards, and/or a URL for web materials.
<u>Note</u>: Nominees teaching courses using Blackboard may wish to grant committee members access for viewing Online course materials. To permit access, please contact committee chair.

11. For consideration for Provost's Core Award, please include specific information about recent teaching, supervising, innovation, or development of *University* core courses.

12. A schedule of Spring 2025 classes. (Tentative or anticipated schedule is permitted) including a ***supplemental page*** with the nominee's suggestions as to how they would like the TEA review committee to observe their teaching in the Spring semester. Indicate the nominee's course syllabi, class times, and room locations *or* virtual information for Spring 2025 along with a calendar of anticipated absences, exam dates, and other dates not suitable for class visitation. Add any other information that will allow the committee to observe the nominee's best teaching. Committee members will evaluate classes as part of the final evaluation process. The TEA Committee chairperson will contact the finalists before the first day of spring classes for a copy of the spring course schedule.

Note: For consideration for Innovation in Instructional Technology, nominees will be asked to give a 12-15 minute presentation to the committee offering a demonstration of the instructional technology component of your course(s). You will be contacted by the TEA Committee chairperson to schedule the presentation date/time. You may expect this will be scheduled after the general classroom observations.

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***Formatting requirements** - Nomination package and all associated materials must include font type of Times New Roman or Calibri, font size of 12, with a 1" header, footer, and margins*