

**Criteria and Supporting Evidence for COE Awards
2014-2015 Academic Year**

- 1. Excellence in Teaching Awards**
 - 1a. Excellence in Teaching Award (Tenured)**
 - 1b. Excellence in Teaching Award (Pre-Tenure Faculty)**
 - 1c. Excellence in Teaching Award (Clinical & Non-tenure-track Faculty)**
- 2. Excellence in Mentoring Awards**
 - 2a. Excellence in Graduate Mentoring Award (Tenured)**
 - 2b. Excellence in Graduate Mentoring Award (Pre-Tenure Faculty)**
 - 2c. Excellence in Faculty Mentoring Award (Tenured Faculty)**
- 3. Award for Exceptional Scholarship**
 - 3a. Exceptional Scholarship Award (Tenured)**
 - 3b. Exceptional Scholarship Award (Pre-Tenure Faculty)**
 - 3c. Exceptional Scholarship Award (Clinical & Non-tenure-track Faculty)**
- 4. Distinguished Outreach Award**
- 5. Excellence in Service Awards**
 - 5a. Outstanding Service Award (Exempt Staff Member)**
 - 5b. Outstanding Service Award (Non-exempt Staff Member)**
- 6. Student Excellence Awards**
 - 6a. Outstanding Doctoral Student Award**
 - 6b. Outstanding Master's Student Award**
 - 6c. Outstanding Undergraduate Student Award**

Timeline for Submission

March 13, 2015	Names of Nominees Submitted to Dean's Office
April 3, 2015	Complete Materials Submitted to Dean's Office
May 8, 2015	Awards Ceremony as Part of Faculty Assembly

The contact person at the Dean's office for this awards cycle is Maria Sian (msian@umd.edu)

Submission Rules

(Incomplete or incorrectly formatted applications will NOT be considered)

1. All nomination materials should be in digital format – NO HARDCOPIES.
2. The names of nominees and the nominee materials must be received by the Dean's office by the deadlines listed above. NO EXCEPTIONS.
3. All submitted materials will need to be in PDF format - NO EXCEPTIONS.
4. All of the files that are sent for a particular award nomination should be formatted using a consistent format. Any letter writers should be instructed to do the same if they send their files directly to the Dean's office, rather than to the nominator. The following structure for the file names is requested:

COE Award [Award Number]_[Name of Nominee]_[Type of Document]_[Author].PDF

To illustrate this idea, the following would be examples of file names for a particular application for John Doe who applies for award #6a:

COE Award 6a_John Doe_Transcript.PDF
COE Award 6a_John Doe_CV.PDF
COE Award 6a_John Doe_RecLetter_Jane Doe.PDF
COE Award 6a_John Doe_RecLetter_Janine Doe.PDF
COE Award 6a_John Doe_Statement.PDF
COE Award 6a_John Doe_TeachEvals.PDF

In other words, the name should include the award number, the name of the nominee (last name only is fine too), the type of document, and for letters of reference – for which there could be multiple – the name of the person who wrote the letter (last name only is fine too).

1a. & 1b. COE Excellence in Teaching Award
– **Tenured Faculty** –
– **Pre-Tenure Faculty** –

The award is given to nominees who have demonstrated exceptional commitment to excellence in teaching, advancing the educational mission of the COE, and incorporating innovation in undergraduate and/or graduate teaching.

Eligibility:

Tenured or tenure-track faculty members who have been employed within the COE for a minimum of three years.

Possible Nominators:

Chair, tenure-track and tenured faculty, undergraduate and graduate students, self-nomination.

Award Criteria:

- Evidence of commitment to excellence in teaching and advancing the educational mission of the COE.
- Evidence of innovation and application of effective teaching methodologies, including materials.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. A numerical summary of student evaluations of teaching for the past three years from ARES. Qualitative student comments can be provided. [*Required*]
3. A maximally one-page supporting statement about the nominee's commitment to excellence in teaching [*Required*]
4. A maximum of three solicited or unsolicited letters of recommendation from undergraduate and / or graduate students who have been taught by the nominee within the last three years. The letters should specifically comment on the degree of influence the nominee has had on the students' learning, understanding, and career goals in their specific fields of study. [*Required*]
5. A maximum of two course syllabi from the last three years. [*Required*]
6. A review of a teaching session by a colleague in the department (department may determine review criteria and / or rating scale). [*Optional*]

**1b. COE Excellence in Teaching Award
– Clinical & Non-tenure-track Faculty –**

The award is given to nominees who have demonstrated exceptional commitment to excellence in teaching, advancing the educational mission of the COE, and incorporating innovation in undergraduate and/or graduate teaching.

Eligibility:

Non-tenured or non-tenure-track clinical faculty, senior lecturers or professors of practice who are full-time, have multi-year contracts, and have been employed within the COE for a minimum of three years.

Possible Nominators:

Chair, tenure-track and tenured faculty, undergraduate and graduate students, self-nomination.

Award Criteria:

- Evidence of commitment to excellence in teaching and advancing the educational mission of the COE.
- Evidence of innovation and application of effective teaching methodologies, including materials.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. A numerical summary of student evaluations of teaching for the past three years from ARES. Qualitative student comments can be provided. [*Required*]
3. A maximally one-page supporting statement about the nominee's commitment to excellence in teaching [*Required*]
4. A maximum of three solicited or unsolicited letters of recommendation from undergraduate and / or graduate students who have been taught by the nominee within the last three years. The letters should specifically comment on the degree of influence the nominee has had on the students' learning, understanding, and career goals in their specific fields of study. [*Required*]
5. A maximum of two course syllabi from the last three years. [*Required*]
6. A review of a teaching session by a colleague in the department (department may determine review criteria and / or rating scale). [*Optional*]

2a. & 2b. COE Excellence in Graduate Mentoring Award
– **Tenured Faculty** –
– **Pre-Tenure Faculty** –

The award is given to nominees who have demonstrated exceptional commitment to excellence in the mentoring and professional development of graduate students.

Eligibility:

Tenured or tenure-track faculty who have been employed within the COE for a minimum of three years.

Possible Nominators:

Chair, tenure-track and tenured faculty, graduate students, self-nomination.

Award Criteria:

Evidence of commitment to excellence in the mentoring of graduate students, including their academic and professional development.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. A maximally three-page supporting statement about the nominee's commitment to excellence in the mentoring of graduate students, including their academic and professional development. [*Required*]
3. Three solicited letters of recommendation from graduate students who have been advised and / or mentored by the nominee within the last five years. The letters should specifically comment on the degree of influence the nominee has had on the students' academic and professional growth and development in their specific fields of study. [*Required*]

2b. COE Excellence in Faculty Mentoring Award
– Tenured Faculty –

The award is given to nominees who have demonstrated exceptional commitment to excellence in the mentoring and professional development of colleague tenure-track and / or tenured faculty.

Eligibility:

Tenured faculty.

Possible Nominators:

Chair, tenure-track and tenured faculty, exempt and non-exempt staff, self-nomination.

Award Criteria:

Evidence of commitment to excellence in the mentoring and professional development of tenure-track and / or tenured faculty.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. A maximally three-page supporting statement about the nominee's commitment to excellence in the mentoring and professional development of colleague tenure-track and / or tenured faculty. [*Required*]
3. At least one solicited letter of recommendation from tenure-track and / or tenured faculty who have been mentored by the nominee. The letter(s) should specifically comment on the degree of influence the nominee has had on the mentees' professional growth and development as well as their successful integration into their respective programs, departments, and / or the COE. [*Required*]

3a., 3b., & 3c. COE Award for Exceptional Scholarship
– **Tenured Faculty** –
– **Pre-Tenure Faculty** –
– **Clinical & Non-tenure-track Faculty** –

The award is given to nominees who have a national and international recognition for the importance of their exceptional scholarly achievements, specifically research and publications. Their scholarly accomplishments must include significant contributions made as a faculty member of the COE.

Eligibility:

All members of the faculty, which includes, but is not limited to, tenured, tenure-track, and clinical faculty.

Possible Nominators:

Chair, tenure-track and tenured faculty, self-nomination.

Award Criteria (should include at least three (3) of the following):

- Substantial record of publications as first author in prestigious refereed journals, books with prestigious publishers, and / or chapters in edited books;
- Significant research grant funding;
- Editorial and other professional scholarly activities;
- Awards or recognition for scholarship;
- Presentations at national and international conventions or meetings.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. A maximally three-page supporting statement highlighting the nominee's exceptional scholarly achievements, specifically research and publications. [*Required*]
3. At least one solicited letter of recommendation from an internal (UMD) and /or external (non-UMD) evaluator, who cannot be a collaborator of the nominee. The letter(s) should highlight the nominee's exceptional scholarly achievements, specifically research and publications. [*Required*]
4. Curriculum vitae (CV), which should conform to the University's suggested format as specified in the APT manual. [*Required*]

4. COE Distinguished Outreach Award

This award is given to a nominee who has developed and is involved in intentional partnerships to improve the quality of education and access to education. This is demonstrated by an outstanding service over at least a five-year period to schools, community organizations, community colleges, teacher and parent organizations, and/or state education organizations.

Eligibility:

Faculty who develop research, teaching, and continuing education partnerships in the service of local schools, or who consistently provide service to school districts or to other higher education institutions. This includes, but is not limited to, tenured and tenure-track faculty.

Possible Nominators:

Chair, tenure-track and tenured faculty, non-exempt and exempt staff, self-nomination.

Award Criteria:

Evidence of having developed and sustained partnerships with schools, community organizations, community colleges, teacher and parent organizations, and/or state education organizations.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair* or the *Program Coordinator*. If the *Department Chair* or *Program Coordinator* is the nominee, a letter from a tenured faculty member in the current department can be substituted. [*Required*]
2. Curriculum vitae (CV), which should conform to the University's suggested format as specified in the APT manual. [*Required*]
3. At least one letter of recommendation from a community and / or school partner, an educational policy-maker, and / or teachers who have worked with the nominee. [*Required*]

**5a. COE Outstanding Service Award
- Exempt Staff -**

This award is given to a nominee who has demonstrated exceptional service to the COE that has advanced the mission of the College.

Eligibility:

Exempt staff. There is no time limit with respect to employment in the College.

Possible Nominators:

Chair, tenure-track and tenured faculty, non-exempt and exempt staff, self-nomination.

Award Criteria:

- Exceptional performance in nominee's position.
- Exceptional inter- and intra-personal characteristics that shape the nominee's performance (e.g., initiative-taking, integrity, positive attitude).
- Positive rapport and team work capability with other staff and faculty within the COE and University.
- Evidence of dedication to the mission of the COE.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair*, the *Program Coordinator*, or the *Supervisor*. [*Required*]
2. At least one letter of recommendation from a staff colleague, faculty member, or students within the COE. [*Required*]

**5b. COE Outstanding Service Award
- Non-Exempt Staff -**

This award is given to a nominee who has demonstrated exceptional service to the COE that has advanced the mission of the College.

Eligibility:

Non-exempt staff. There is no time limit with respect to employment in the College.

Possible Nominators:

Chair, tenure-track and tenured faculty, non-exempt and exempt staff, self-nomination.

Award Criteria:

- Exceptional performance in nominee's position.
- Exceptional inter- and intra-personal characteristics that shape the nominee's performance (e.g., initiative-taking, integrity, positive attitude).
- Positive rapport and team work capability with other staff and faculty within the COE and University.
- Evidence of dedication to the mission of the COE.

Supporting Evidence:

1. Letter of recommendation from the *Department Chair*, the *Program Coordinator*, or the *Supervisor*. [*Required*]
2. At least one letter of recommendation from a staff colleague, faculty member, or students within the COE. [*Required*]

6a. COE Outstanding Doctoral Student Award

The award is given to a current doctoral student nominee who has distinguished herself or himself through academic excellence, scholarship, leadership, and, potentially, teaching.

Eligibility:

A current graduate student pursuing a doctoral degree in the COE. The student needs to have advanced to candidacy with a potential graduation date of May 2015 or later.

Possible Nominators:

Chair, tenure-track and tenured faculty (including advisor), self-nomination.

Award Criteria (should include at least three of the following):

- A cumulative GPA of 3.7 or higher in the graduate program of enrollment;
- A strong record of emerging scholarship (e.g., evidence of ability to publish in peer-reviewed journals and/or produce other scholarly writing in the nominee's area of study);
- Evidence of the ability to make presentations at state, national, or international conferences
- Evidence of leadership at the department, COE, University, and / or in the nominee's chosen field of study
- Evidence of effective teaching

Supporting Evidence:

1. Unofficial transcript. [*Required*]
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual. [*Required*]
3. Letter of recommendation from the *Department Chair*, the *Program Coordinator*, or the *Advisor* of the student. [*Required*]
4. A maximally three-page statement from the nominee indicating future professional goals and highlighting how accomplishments in scholarship, COE teaching, and/or leadership are helping further those goals. [*Required*]
5. Teaching evaluations or documentation of effective teaching at the COE or the University. [*Required if evidence of effective teaching is cited*]

6b. COE Outstanding Master's Student Award

The award is given to a nominee who has demonstrated exceptional academic achievement, evidence of superior performance as a teacher / teacher candidate, practitioner in their field of study, and / or research assistant, and evidence of leadership activities in the department, COE, University, and / or his or her chosen field of study.

Eligibility:

A graduate student pursuing a Master's degree in the COE.

Possible Nominators:

Chair, tenure-track and tenured faculty (including advisor), non-tenured faculty, self-nomination.

Award Criteria:

- A cumulative GPA of 3.7 or higher in the graduate program of enrollment;
- Evidence of superior performance as a teacher / teacher candidate, practitioner in their field of study, and / or research assistant;
- Evidence of leadership activities in the department, COE, University, and / or the nominee's chosen field of study.

Supporting Evidence:

1. Unofficial transcript. [*Required*]
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual. [*Required*]
3. Letter of recommendation from the *Department Chair*, the *Program Coordinator*, or the *Advisor* of the student. [*Required*]
4. A maximally three-page statement from the nominee indicating future professional goals and highlighting how her or his accomplishments in scholarship, college teaching, and/or leadership are helping further those goals. [*Required*]
5. Teaching evaluations or documentation of effective teaching at the COE or the University. [*Required if evidence of effective teaching is cited*]

6c. COE Outstanding Undergraduate Student Award

This award is given to a nominee who has demonstrated exceptional academic achievement, evidence of leadership activities in the department, COE, University, and / or his or her chosen field of study, and an indication of a potential to make a significant contribution to their field of study.

Eligibility:

A junior or senior enrolled in an undergraduate degree program in the COE.

Possible Nominators:

Chair, tenure-track and tenured faculty (including advisor), self-nomination.

Award criteria (should include at least three of the following):

- A cumulative GPA of 3.7 or higher;
- Evidence of leadership activities in the department, COE, University, and / or the nominee's chosen field of study;
- Indication of s potential to make a significant contribution to their field of study.

Supporting Evidence:

1. Unofficial transcript. [*Required*]
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual. [*Required*]
3. Letter of recommendation from the *Department Chair*, the *Program Coordinator*, or the *Advisor* of the student. [*Required*]
4. A maximally three-page statement from the nominee indicating future professional goals and highlighting how her or his accomplishments in scholarship, college teaching, and/or leadership are helping further those goals. [*Required*]