

**Criteria and Supporting Evidence for COE Awards
2021-2022 Academic Year**

- 1. Excellence in Teaching Award**
 - 2. Excellence in Mentoring Awards**
 - 2a. Excellence in Graduate Mentoring Award**
 - 2b. Excellence in Faculty Mentoring Award**
 - 3. Excellence in Scholarship**
 - 3a. Excellence in Scholarship Award (Tenured)**
 - 3b. Excellence in Scholarship Award (Pre-Tenure Faculty)**
 - 3c. Excellence in Scholarship Award (Professional-Track Faculty)**
 - 4. Excellence in Outreach/Partnership Award**
 - 5. Excellence in Service Award**
 - 6. Outstanding Staff Awards**
 - 6a. Outstanding Staff Award (Exempt Staff Member)**
 - 6b. Outstanding Staff Award (Non-Exempt Staff Member)**
 - 7. Outstanding Student Awards**
 - 7a. Outstanding Doctoral Student Award**
 - 7b. Outstanding Master's Student Award**
 - 7c. Outstanding Undergraduate Student Award**
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Timeline for Submission

March 14, 2022	Names of Nominees Submitted to Dean's Office
March 28, 2022	Complete Materials Submitted to Dean's Office
May 13, 2022	Awards Ceremony as part of College Assembly

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

Submission Rules

(Incomplete or incorrectly formatted applications will NOT be considered)

- a. All nomination materials should be in digital format – NO HARD COPIES.
- b. The names of nominees and the nominee materials must be received by the Dean's office by the deadlines listed above – NO EXCEPTIONS.
- c. All submitted materials will need to be in PDF format – NO EXCEPTIONS.
- d. All of the files that are sent for a particular award nomination should be formatted using a consistent format. 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 #7a:

COE Award 7a_John Doe_Transcript.PDF
COE Award 7a_John Doe_CV.PDF
COE Award 7a_John Doe_RecLetter_Jane Doe.PDF
COE Award 7a_John Doe_Statement.PDF
COE Award 7a_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).

1. COE Excellence in Teaching Award

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:

Faculty members (tenured, pre-tenured, or professional-track) who have been employed within the COE for a minimum of two years.

Possible Nominators:

Chair, tenure-line or professional-track faculty, undergraduate and graduate students, or self-nomination.

Award Criteria:

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

Required Supporting Evidence:

1. A maximally one-page supporting statement about the nominee's commitment to excellence in teaching from the nominee.
2. A minimum of two solicited or unsolicited letters of recommendation from undergraduate and / or graduate students who have been taught by the nominee. 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.

Optional Supporting Evidence:

1. A review of a teaching session by a colleague in the department (department may determine review criteria and / or rating scale).
2. 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.

2a. COE Excellence in Graduate Mentoring Award

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

Eligibility:

Faculty members (tenured, pre-tenured, or professional-track) and staff who have been employed within the COE for a minimum of two years.

Possible Nominators:

Chair, tenure-line or professional-track faculty, staff, graduate students, or self-nomination.

Award Criteria:

Evidence of commitment to excellence in the mentoring of graduate students, including their academic and professional development. Furthermore, evidence of the way mentorship impacts the COE.

Required Supporting Evidence:

1. 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. Additionally, please indicate how mentoring has positively impacted the COE.
2. A minimum of two (maximum of three) solicited letters of recommendation from graduate students who have been advised and / or mentored by the nominee within the last two 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.

Optional 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.

2b. COE Excellence in Faculty Mentoring Award

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

Eligibility:

Faculty members (tenured, pre-tenured, or professional-track) who have been employed within the COE for a minimum of two years.

Possible Nominators:

Chair, tenure-line or professional-track faculty, staff, or self-nomination.

Award Criteria:

Evidence of commitment to excellence in the mentoring and professional development of tenure-track and/or professional track faculty. Furthermore, evidence of the way mentorship impacts the COE.

Required Supporting Evidence:

1. 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 professional track faculty. Additionally, please indicate how mentoring has positively impacted the COE.
2. A minimum two (maximum of three) solicited letters of recommendation from tenure-track and / or professional track faculty who have been mentored by the nominee. The letters 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.

Optional 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.

3a., 3b., & 3c. COE Excellence in Scholarship Awards

– **Tenured Faculty (3a)** –

– **Pre-Tenure Faculty (3b)** –

– **Professional-Track Faculty (3c)** –

Three awards are given to nominees (in each of the following categories: tenured, pre-tenure, and professional-track) 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, pre-tenured, and professional-track faculty.

Possible Nominators:

Chair, tenure-line or professional-track faculty, or self-nomination.

Award Criteria:

Evidence of scholarly accomplishments, including impact to COE and the specific research field.

Tenure should include at least three (3) of the following

Pre-tenure should include at least two (2) of the following

Professional-track should include at least one (1) of the following

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

Required 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.
2. A maximally three-page supporting statement highlighting the nominee's exceptional scholarly achievements, specifically research and publication. Please include how scholarly activities positively impact the COE and the specific research field.
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.
4. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.

4. COE Excellence in Outreach/Partnership 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 three-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.

Possible Nominators:

Chair, tenure-line or professional-track faculty, staff, or 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.

Required Supporting Evidence:

1. A maximally three-page supporting statement about the nominee's commitment to partnerships, including the impact to the COE and to the larger community.
2. 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.
3. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
4. 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.

5. COE Excellence in Service Award

This award is given to a nominee who has demonstrated excellence through leadership in service to the COE. This award is meant to recognize those who have gone above and beyond to advance the mission of the College. This includes those who have sparked change and driven initiatives at the unit/department level or the college level that in turn have a substantial impact on the function, value, and prestige of the College.

Eligibility:

Faculty members (tenured, tenure-track, or professional track), and Staff. There is no time limit with respect to employment in the College.

Possible Nominators:

Chair, tenure-line or professional-track faculty, staff, or self-nomination.

Award Criteria:

1. Exceptional leadership in a nominee's efforts in a service capacity (e.g. unit or college level committee, administrative role, or initiatives such as new programs).
2. Exceptional inter- and intra-personal characteristics that shape the nominee's ability to affect change (e.g., initiative-taking, integrity, positive attitude).
3. Evidence of dedication to the mission of the COE.

Required Supporting Evidence:

1. A maximally three-page supporting statement that provides a narrative of the nominee's outstanding service.
2. A minimum of one solicited letter of recommendation from tenured/ tenure-track faculty, professional track faculty, or staff who have worked with or observed service by the nominee. The letter(s) should specifically comment on the leadership roles and characteristics of leadership that the nominee exhibits.

Optional 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.

6a. & 6b. COE Outstanding Staff Awards
- Exempt Staff (6a) -
- Non-Exempt Staff (6b) -

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

Eligibility:

There is no time limit with respect to employment in the College. If you have any questions about exempt vs. non-exempt status, please email the awards committee or COE Senate.

Possible Nominators:

Chair, tenure-line or professional-track faculty, staff, or self-nomination.

Award Criteria:

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

Required Supporting Evidence:

1. At least one letter of recommendation from the Department Chair, the Program Coordinator, the Supervisor, a staff colleague, faculty member, or students within the COE, with at minimum two signatures supporting the letter of recommendation. In the letter, please address the award criteria listed above.

7a. COE Outstanding Doctoral Student Award

The award is given to a current doctoral student nominee whose academic excellence, scholarship, leadership, and, potentially teaching, stands out.

Eligibility:

A current graduate student pursuing a doctoral degree in the COE, with a cumulative GPA of 3.7 or higher. The student needs to have advanced to candidacy with a potential graduation date of the current academic year or later.

Possible Nominators:

Chair, advisor, tenure-line or professional-track faculty, or self-nomination.

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

1. 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);
2. Evidence of the ability to make presentations at state, national, or international conferences
3. Evidence of leadership at the department, COE, University, and / or in the nominee's chosen field of study
4. Evidence of effective teaching

Required Supporting Evidence:

1. Unofficial transcript.
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
3. Letter of recommendation from the advisor of the student.
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.

Optional Supporting Evidence:

- i. Teaching evaluations or documentation of effective teaching at the COE or the University. [*If evidence of effective teaching is cited*]

7b. 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 their chosen field of study.

Eligibility:

A graduate student pursuing a Master's degree in the COE, with a cumulative GPA of 3.7 or higher.

Possible Nominators:

Chair, advisor, tenure-line or professional-track faculty, or self-nomination.

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

1. 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);
2. Evidence of the ability to make presentations at state, national, or international conferences
3. Evidence of superior performance as a teacher / teacher candidate, practitioner in their field of study, and / or research assistant;
4. Evidence of leadership activities in the department, COE, University, and / or the nominee's chosen field of study.

Required Supporting Evidence:

1. Unofficial transcript.
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
3. Letter of recommendation from the advisor of the student.
4. A maximally three-page statement from the nominee indicating future professional goals and highlighting how their accomplishments are helping further those goals.

Optional Supporting Evidence:

1. Teaching evaluations or documentation of effective teaching at the COE or the University. [*If evidence of effective teaching is cited*]

7c. 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 their 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, with a cumulative GPA of 3.25 or higher.

Possible Nominators:

Chair, advisor, tenure-line or professional-track faculty, or self-nomination.

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

1. Experience leading toward 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);
2. Evidence of the ability to make presentations at conferences;
3. Evidence of leadership activities in the department, COE, University, and / or the nominee's chosen field of study;
4. Indication of a potential to make a significant contribution to their field of study.

Required Supporting Evidence:

1. Unofficial transcript.
2. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
3. Letter of recommendation from the advisor of the student.
4. A maximally three-page statement from the nominee indicating future professional goals and highlighting how their accomplishments are helping further those goals.

