

## **Criteria and Supporting Evidence for COE Awards 2024-2025 Academic Year**

---

- 1. Excellence in Teaching Awards**
- 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**
- 8. UMD COE Excellence in School-Based Mentoring Award**
- 9. UMD COE Excellence in Field-Based Supervision Award**

## Timeline for Submission

<b>March 28, 2025</b>	Applications Submitted to Dean's Office
<b>March 31, 2025</b>	Applications reviewed for completion and incomplete application nominators notified
<b>April 4, 2025</b>	Complete Materials Submitted to Dean's Office
<b>May 9, 2025</b>	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](mailto:msian@umd.edu)).

## Submission Rules

**(Incomplete or incorrectly formatted applications will NOT be considered after the complete material due date above)**

1. Eligibility is described below for each specific award. Nominees are not eligible for a specific award if they won that award in the prior academic year, however, they may be nominated for a different award if they meet eligibility criteria. A complete list of past winners can be found on the [awards web page](#).
2. All nomination materials should be in digital format – NO HARD COPIES.
3. The names of nominees and the nominee materials must be received by the Dean's office by the deadlines listed above – NO EXCEPTIONS.
4. All submitted materials will need to be in PDF format – NO EXCEPTIONS.
5. 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 (adjunct, 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on the nominee's commitment to excellence in teaching, advancing the educational mission of the COE, and innovation and application of teaching methodologies.
2. One or two additional letter(s) of recommendation from undergraduate and/or graduate students who have been taught by the nominee within the last two years. The letter(s) 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.
3. Materials to support teaching effectiveness, such as student evaluations, teaching materials or curriculum designed by the nominee, and/or peer evaluations of classroom observations.

## **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) or staff who have been employed within the COE for a minimum of two years.

### ***Possible Nominators:***

Chair, supervisor, 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on 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. One or two additional letter(s) of recommendation from graduate students who have been advised and/or mentored by the nominee within the last two years. The letter(s) 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.

## **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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on 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. One or two additional letter(s) of recommendation from tenure-track and/or professional track 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.

**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 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on the nominee's scholarly achievements, specifically research and publication. Please include how scholarly activities positively impact the COE and specific research field.
2. One or two additional letter(s) of recommendation from an internal (UMD) and/or external (non-UMD) collaborator of the nominee. The letter(s) should highlight the nominee's exceptional scholarly achievements, specifically research and publications.
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. 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 sustained partnership with 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. Eligible nominees include 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 having developed and sustained (over at least three years) partnerships with schools, community organizations, community colleges, teacher and parent organizations, and/or state education organizations.

***Required Supporting Evidence:***

1. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on the nominee's commitment to partnerships, including the impact to the COE and to the larger community.
2. One or two additional letter(s) of recommendation from a community and/or school partner, an educational policymaker, and/or teachers who have worked with the nominee. The letter(s) should comment on the nominee's commitment to partnerships, including the impact to the COE and to the larger community.
3. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.

## 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:***

All 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, supervisor, 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on the nominee's outstanding service.
2. One or two additional letter(s) 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.



**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, students, 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 teamwork 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on the nominee's exceptional performance in their position, exceptional inter- and intra-personal characteristics that shape the nominee's performance (e.g., initiative-taking, integrity, positive attitude), positive rapport and teamwork capability with other staff and faculty within the COE and University, and evidence of dedication to the mission of the COE.
2. One or two additional letter(s) of recommendation from tenured/tenure-track faculty, professional track faculty, staff, or student. The letter(s) should specifically comment on the nominee's exceptional performance in their position, exceptional inter- and intra-personal characteristics that shape the nominee's performance (e.g., initiative-taking, integrity, positive attitude), positive rapport and teamwork capability with other staff and faculty within the COE and University, and evidence of dedication to the mission of the COE.

## 7a. COE Outstanding Doctoral Student Award

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

### ***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 within the next five years.

### ***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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on **at least two** of the following: the nominee's record of emerging scholarship, evidence of ability to make presentations at state, national, or international conferences, as well as evidence of leadership in the department, COE, University, and/or nominee's chosen field of study.
2. If a student submits a letter of self-nomination, a second letter from their advisor is required. The letter should comment on **at least two** of the following: the nominee's record of emerging scholarship, evidence of ability to make presentations at state, national, or international conferences, as well as evidence of leadership in the department, COE, University, and/or nominee's chosen field of study.
3. Unofficial transcript.
4. Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
5. If applicable, materials to support teaching effectiveness, such as student evaluations, and/or teaching materials or curriculum designed by the nominee.

## 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 leadership activities in the department, COE, University, and/or the nominee's chosen field of study
4. Evidence of effective performance as a teacher/teacher candidate, practitioner in their field of study, and/or research assistant

### ***Required Supporting Evidence:***

1. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on **at least two** of the following: the nominee's emerging scholarship, evidence of ability to make presentations at state, national, or international conferences, evidence of effective performance as a teacher/teacher candidate, practitioner in their field of study, and/or research assistant, as well as evidence of leadership activities in the department, COE, University, and/or the nominee's chosen field of study Letter of recommendation from the advisor of the student.
2. If a student submits a letter of self-nomination, a second letter from their advisor is required. The letter should comment on **at least two** of the following: the nominee's emerging scholarship, evidence of ability to make presentations at state, national, or international conferences, evidence of effective performance as a teacher/teacher candidate, practitioner in their field of study, and/or research assistant, as well as evidence of leadership activities in the department, COE, University, and/or the nominee's chosen field of study Letter of recommendation from the advisor of the student.
3. Unofficial transcript.
4. Resume or Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.
5. If applicable, materials to support teaching effectiveness, such as student evaluations, and/or teaching materials or curriculum designed by the nominee.

### 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 3.5 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. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee or the nominee may submit a letter of self-nomination. The letter should comment on **at least one** of the following: the nominee's 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), evidence of the ability to make presentations at conferences, evidence of leadership activities in the department, COE, University, and/or the nominee's chosen field of study, and indication of a potential to make a significant contribution to their field of study.
2. If a student submits a letter of self-nomination, a second letter from their advisor is required. The letter should comment on **at least one** of the following: the nominee's 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), evidence of the ability to make presentations at conferences, evidence of leadership activities in the department, COE, University, and/or the nominee's chosen field of study, and indication of a potential to make a significant contribution to their field of study.
3. Unofficial transcript.
4. Resume or Curriculum vitae (CV), which can, but does not have to, conform to the University's suggested format as specified in the APT manual.

## **8. COE Excellence in School-Based Mentoring Award**

The COE award for outstanding PK-12 mentor teacher recognizes PK-12 school-based educators who demonstrate excellence in supporting, coaching, and guiding College of Education preservice teachers in their professional growth during the full-time internship experience. Outstanding mentor teachers engage in ongoing, reflective practices, high-quality coaching practices, and modeling of effective instructional practices, all through a lens of anti-bias practice.

### ***Eligibility:***

School-based educators who work with students placed in PK-12 teacher settings.

### ***Possible Nominators:***

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

### ***Award Criteria:***

Candidates will be considered in light of their contributions in one or more areas, including but not limited to:

- Models exemplary pedagogical practice with an anti-bias lens consistent with the COE mission and values
- Exemplary coaching/mentoring practices - including feedback and support with an anti-bias lens
- Creates a collaborative professional environment both within the classroom and with other faculty/staff at the school site.
- Promotes links between theory and practice
- Thoughtful completion of program assessments (FC, PBA, etc)
- Effective communicator, conferring regularly with partners (Interns, University Supervisor, Principals, and PDS Coordinator) to support understanding of various roles in partnership and improve efficacy of partnership.
- Commitment to reflective practice and continuous improvement
- Completes responsibilities of supervision with professionalism (i.e. attends UMD training, completes all required observations, thoughtful completion of program assessments, etc.)

### ***Required Supporting Evidence:***

1. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee. The letter should comment on the nominee's contributions to one or more areas described above in the awards criteria.
2. One or two additional letter(s) of recommendation from tenured/tenure-track faculty, professional track faculty, staff, or student intern. The letter should comment on the nominee's contributions to one or more areas described above in the awards criteria.
3. A resume or curriculum vitae (CV) of the nominee.

## 9. COE Excellence in Field-Based Supervision Award

The COE award for outstanding field-based supervision recognizes a field supervisor who demonstrates excellence in supporting, coaching, and guiding College of Education preservice professionals during their internship experience. Outstanding field supervisors engage in ongoing reflective practices and high quality coaching all through a lens of anti-bias practice.

### ***Eligibility:***

Faculty (tenured, pre-tenure, and professional-track), Graduate Assistants, or professionals in the field who supervise students in preservice professional tracks.

### ***Possible Nominators:***

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

### ***Award Criteria:***

Candidates will be considered in light of their contributions in one or more areas, including but not limited to:

- Exemplary coaching/mentoring/supervision practices - including specific feedback and support with an anti-bias lens
- Promotes links between theory and practice
- Completes responsibilities of supervision with professionalism (i.e. attends UMD training, completes all required observations, thoughtful completion of program assessments, etc.)
- Effective communicator, conferring regularly with partners to support understanding of various roles in partnership and improve efficacy of partnership
- Commitment to reflective practice and continuous improvement
- How accomplishments in scholarship, COE teaching, and/or leadership are helping further the professional goals of preservice professionals.

### ***Required Supporting Evidence:***

1. The nominator should submit a 1-3 page letter of recommendation on behalf of the nominee. The letter should comment on the nominee's outstanding service, including the impact to the COE and to the larger community, see awards criteria above.
2. One or two additional letter(s) of recommendation from tenured/tenure-track faculty, professional track faculty, staff, or student intern. The letter should comment on the nominee's outstanding service, including the impact to the COE and to the larger community, see awards criteria above.
3. A resume or curriculum vitae (CV) of the nominee.