

MEMORANDUM

TO: Departmental Chairs (please distribute to your faculty)
Fulbright College of Arts and Sciences

FROM: Todd G. Shields
Dean

DATE: January 4, 2019

SUBJECT: Nominations for the Fulbright College Master Teacher Awards, the
Outstanding Advisor Award, Master Researcher Awards, and Non-Tenure
Track Faculty Teaching Awards

The College Cabinet is now accepting nominations for the Fulbright College Master Teaching Awards, the Outstanding Advisor Award, the Master Researcher Awards, and the Non-Tenure Track Faculty Teaching Awards. The nominations and all supporting documents should be submitted electronically to Donna Draper no later than **Friday, March 1, 2019**.

Fulbright College Master Teaching Awards

The Fulbright College Master Teaching Award honors up to three outstanding teachers (one from each division in the College). Each award carries a permanent \$500 salary increase. The guidelines and instructions for making nominations for this award are as follows:

I. Letter of Nomination

This letter should clearly and specifically state the basis for the nomination, in some detail, and serve as a guide to the materials submitted in support of the nomination. It should link assertions concerning accomplishments or ability to supporting evidence.

II. Teaching Activities

- a. List of the courses taught each semester for the past three years. Include course number, title, and number of students in each course.

- b. Include a description of any innovative or unusual teaching techniques or procedures for conducting a class.

III. Evaluations

- a. Include an evaluation by the chairperson.
- b. Include at least one but not more than three peer evaluations.
- c. Include summaries of on-line student evaluations for all classes taught during the past three years; do **not** include individual student evaluation forms.
- d. Evaluations by former students (not more than five); letters solicited for the purpose of this nomination should be identified.

IV. Other Information

- a. Provide a vita and highlight any publications that are concerned with teaching.
- b. List any conferences, workshops, special courses, and similar activities attended that stress development and improvement of teaching skills.

Fulbright College Outstanding Advisor Award

The Fulbright College Outstanding Advisor Award recognizes the exceptional contributions of a faculty member to his or her departmental advising program or to the College advising program. The winner will receive a permanent \$500 salary increase. In nominating a faculty member for this award, the following materials must be submitted:

1. A letter of nomination from a department chair, colleague, student or staff member who is acquainted with the candidate's work as an advisor.
2. Letters from former students: maximum of five.
3. Letters from faculty or staff colleagues in the department, College, or University; maximum of three.
4. Any other material that the nominator believes will aid the College Cabinet in evaluating the candidate's achievements as an advisor.

Fulbright College Master Researcher Awards

The Fulbright College Master Researcher Award honors up to three outstanding researchers (one from each division in the College). Research is defined broadly to include the relevant creative activity for the candidate's field. Each award carries a permanent \$500 salary increase. In nominating a faculty member for this award, the following materials must be submitted:

1. A letter that clearly and specifically states the basis for the nomination, in some detail, and should serve as a guide to the materials submitted in support of the nomination.
2. A one-page summary of his/her research and its importance.
3. A list of the candidate's five best and five other publications, with an explanation of why the candidate chose these 10 publications.
4. Supporting evidence of exceptional performance in research. Possibilities include: the candidate's funding record, summary evaluations of grant proposals, book reviews, number of citations of publications, awards pertaining to research, outside letters of evaluation.
5. Include an evaluation by the Chairperson and at least one but not more than three peer evaluations.
6. Provide a vita.

Fulbright College Non-Tenure Track Faculty Teaching Awards

The Fulbright College Non-Tenure Track Faculty Teaching Awards honor one outstanding teacher from each academic group (three total). The award carries a one-time \$500 value. The guidelines and instructions for making nominations for this award are as follows:

Eligibility: Nominees must be 100% appointed non-track teaching personnel in the J. William Fulbright College of Arts and Sciences with at least three years of experience at the U of A.

I. Letter of Nomination

This letter should clearly and specifically state the basis for the nomination, in some detail, and serve as a guide to the materials submitted in support of the nomination. It should link assertions concerning accomplishments or ability to supporting evidence.

II. Teaching Activities

- a. List of the courses taught each semester for the past three years. Include course number, title, and number of students in each course.
- b. Include a description of any innovative or unusual teaching techniques or procedures for conducting a class.

III. Evaluations

- a. Include an evaluation by the chairperson (or section head).
- b. Include at least one but not more than three peer evaluations.

- c. Include summaries of on-line student evaluations for all classes taught during the past three years; do **not** include individual student evaluation forms.
- d. Evaluations by former students (not more than five); letters solicited for the purpose of this nomination should be identified.

IV. Other Information

- a. Provide a vita and highlight any publications that are concerned with teaching.
- b. List any conferences, workshops, special courses, and similar activities attended that stress development and improvement of teaching skills.

In addition, the following criteria apply for all awards:

1. Nominees must have served at least three years as a regular faculty member at the University of Arkansas.
2. Both graduate and undergraduate teaching and advising apply.
3. Members of the College Cabinet and faculty members of the Dean's Office are ineligible.

In all these nomination categories, the person making the nomination acts as an advocate for the nominee. The College Cabinet shall review all nominations and make recommendations to the Dean regarding these awards.

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