



**THE CHANCELLOR'S  
AWARD FOR TEACHING EXCELLENCE  
FOR CALENDAR YEAR 2011**

The Chancellor's Award for Teaching Excellence represents the University's highest honor for teaching. The award highlights the contributions of our most accomplished faculty. Teachers of the year within each College are selected on an annual basis each spring semester. The Awards Committee then reviews and selects the USF St. Petersburg teacher of the year. The honoree will be introduced and recognized at the Faculty and Staff Appreciation Luncheon on April 5, 2012.

**GUIDELINES**

**I. Eligibility**

Candidates must meet the following criteria:

- Must be a full-time tenured or tenure-track faculty member of USF St. Petersburg.
- Must have not previously received this award.
- Must be employed by USF St. Petersburg at the time the award is presented.

**II. Nominations**

The nomination process works in the following way:

- Nominations can be made by any member of the university community (including self-nominations).
- Nominations should be submitted to the Regional Vice Chancellor's Office.
- The Vice Chancellor's Office will inform faculty of the nominations.

**III. Application Process**

Applicants must submit the following:

- Application form
- Teaching portfolio, including the following for at least the prior calendar year: official USF St. Petersburg student evaluation forms and syllabi.
- A two-page letter describing teaching philosophy, approaches, and/or accomplishments.
- Applicants have the option of submitting any or all of the following:
  - Peer evaluations of the applicant's teaching
  - Unofficial student evaluations (solicited letters will not be considered)
  - Examples of student work
  - Relevant course materials
  - Accomplishments during the prior two calendar years will be weighted more heavily, although career teaching will be taken into account.

#### **IV. Procedures**

- College deans will announce and publicize the teaching award and provide copies of guidelines.
- Each College Faculty Council shall select a teaching awards committee comprised of three full-time faculty members or direct nominations to an appropriate standing committee. Faculty Councils *may* choose to add a student representative on the awards committee.
- College Awards Committees shall establish their own standards and procedures for evaluating all applicants. Each College Awards Committee shall select one College teacher of the year to be considered for the Chancellor's Award for Teaching Excellence.
- Teachers of the year from each College (Education, Business, and Arts and Sciences) shall receive a plaque and a one-time award of \$1,000. The three Colleges will forward their teacher of the year application packet to the Vice Chancellor's office (BAY 204).
- The Awards Committee will select the overall USFSP teacher of the year from these three applications.
- The USFSP teacher of the year will receive a plaque and a one-time award of \$4,000, in addition to the \$1,000 College prize.

#### **V. Deadlines**

Materials may be submitted up to 5:00 p.m. on the day indicated.

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|--------------------------|---|
| <b>January 9, 2012</b>   | Announcement of awards sent to College Deans  |
| <b>January 30, 2012</b>  | Nominations due in Regional Vice Chancellor's office (BAY 204)                        |
| <b>February 10, 2012</b> | Chancellor's Awards for <b>Teaching</b> due to the College Dean's office. **          |
| <b>March 1, 2012</b>     | College finalists' applications due in Regional Vice Chancellor's office (BAY 204).   |
| <b>March 5, 2012</b>     | College finalists' applications forwarded to the USF St. Petersburg Awards Committee. |
| <b>March 23, 2012</b>    | Awards Committee sends recommendations to Regional Vice Chancellor.                   |

**Please note:** \*\* **College Faculty Councils** must determine the College schedule for reviewing the Teaching applications in order to review and select a College winner to be forwarded to Academic Affairs on March 1st.



**APPLICATION  
THE CHANCELLOR'S  
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FOR 2011**

**Please type or print clearly.**

**Name** \_\_\_\_\_

**College** \_\_\_\_\_

**Department/Unit** \_\_\_\_\_

**Rank** \_\_\_\_\_

**Years at USF St. Petersburg** \_\_\_\_\_

**The applicant certifies that she or he meets the eligibility requirements of the Chancellor's Award for Excellence in Teaching.**

\_\_\_\_\_  
**Signature** **Date**

**I certify that the applicant meets all eligibility requirements.**

\_\_\_\_\_  
**College Awards Committee Chair Signature** **Date**