September 18, 2015

To: UH Mānoa Deans

From: Kathie Kane, Director, Office of Faculty Development and Academic Support

Subject: Nominations for 2016 Excellence in Teaching Awards

The annual UH Mānoa Excellence in Teaching Awards highlight the importance of quality teaching at the University of Hawai‘i at Mānoa. For academic year 2015-2016 the Board of Regents will present six awards to Mānoa faculty and the Chancellor may award additional citations in recognition of outstanding performance as teachers.

Attached you will find the materials necessary for the nomination and selection of candidates for the Excellence in Teaching Awards:

1. Schedule of the 2016 Award Cycle (Fall 2015 – Spring 2016)
2. Guidelines for Nominations & Applications (Eligibility and Criteria)
3. Screening Procedures and Form Letter for Nominees
4. Award Quota for College/School Conveners

We are pleased to announce that Mānoa will also present a Frances Davis Award for Excellence in Undergraduate Teaching. The award recognizes the teaching excellence of a full-time junior faculty member. In addition, a Frances Davis Graduate Teaching Assistant Award winner will be selected by the Graduate Council.

Recipients of the BOR Medal for Excellence in Teaching, Chancellor’s Citation for Meritorious Teaching, and the Frances Davis Award for Excellence in Undergraduate Teaching will be recognized at an annual awards ceremony and reception in April or May 2016 (tba).

For the benefit of nominees, dossiers of previous awardees are available for viewing in Kuykendall 107 from 8:30 am to 4:15 pm, Monday through Friday, except holidays and scheduled leave days.

Your conveners will also receive this packet of documents and copies of these documents will also be emailed to you, your secretaries, department chairs and conveners. If you have any questions about the process, please email: ofdas@hawaii.edu. Thank you for your assistance with this important endeavor.

c: Conveners
ec: Dean’s Secretaries
ec: Department Chairs
**SCHEDULE FOR 2016* EXCELLENCE IN TEACHING AWARDS CYCLE**

**BOR Excellence in Teaching**

**Chancellor’s Citation for Meritorious Teaching**

**Frances Davis Award for Excellence in Undergraduate Teaching**

**September 9, 2015 to September 14, 2015**

**Preparation by OFDAS.** Check with UHF & UH System if funding available for Frances Davis, Clopton and BOR awards; Set Schedule for Awards Cycle and set preliminary Reading Schedule for Committee. Recruit Honors and Awards committee members from previous BOR award recipients. Update OFDAS websites, online nomination form, teaching award flier, forms and letters for Deans’ packets; Update mail & contact lists: Deans, Dean’s Secretaries, Conveners, Department Chairs.

**September 15, 2015 to September 18, 2015**

**Announce opening of Nominations.** College Deans, Deans’ Secretaries, Department Chairs and Conveners receive materials via email: nomination procedure and criteria, schedule for current year’s awards cycle, procedures for screening and selection, sample form letter to nominee, and college/school quota system for teaching awards. **Paper packets mailed to Deans and Conveners.** Post UH Calendar of Events notice and request Announce@UH notification to Mānoa faculty, staff, and students. Finalize Honors and Awards committee members.

**October 19, 2015**

**Deadline for nominations.** Compile a list of nominations for each college/school and email to conveners for selection of college finalists.

**October 22, 2015 to January 20, 2016**

**College review nominations and select finalists - Preparation phase for dossiers**

College/school committees screen and evaluate nominees and distribute Dean’s memo to qualified nominees with a description of required dossier content. Number of Finalists are selected by assigned quotas.

**January 21, 2016**

**Deadline for colleges** to submit final nominees and dossiers to:

2016 Honors and Awards Committee  
c/o Office of Faculty Development and Academic Support, KUY 107

**January 22, 2016 to January 28, 2016**

**Review, Organize and disseminate dossiers** to Committee. If needed, schedule meeting with committee members before reading cycle begins. Set date(s) for committee to meet and select finalists.

**January 28, 2016 to March 3, 2016**

**Evaluation phase.** The Honors and Awards Committee convenes to read, analyze, and assess dossiers (up to 33 total) and submit recommendations.

**March 4, 2016**

**OFDAS compile recommendations** and email to committee members for review.

**March 7 - 18, 2016**

**Committee meets to discuss and select awardees.** OFDAS prepares awardee biographies and forward awardee letters to Chancellor.

**March 21, 2016 to April 8, 2016**

**Recommendations to Chancellor and approved Award letters sent to recipients.**  
**Process cash awards and request for BOR medals** – OFDAS process paperwork through UH Foundation, UHM and UH system. Finalize preparations for Awards Ceremony and Reception, including site selection, preparation of medals, etc.

**April or May**

**Ceremony tba**

*For award cycle beginning in the Fall 2015 and awarded in Spring 2016*
NOMINATION FOR EXCELLENCE IN TEACHING AWARDS

The Board of Regents will present six awards to Mānoa faculty and the Chancellor may award additional Citations in recognition of outstanding performance as teachers. These annual awards recognize the importance that students, faculty and administration place on quality teaching on this campus. Nominations for the awards are accepted during the Fall semester (usually September thru mid-October) and awarded in the following Spring semester.

Eligibility

Any full-time UH Mānoa faculty member with instructional duties (except previous Board of Regents winners) with an established record of accomplished teaching for the last 3 years at UH, as well as EWC or Research Institute joint appointees with at least 50% teaching loads during the previous 3 years, is eligible for the award and may be nominated by any student, faculty member, administrator, or alumnus/a.

Nominations of those faculty who do not meet the strict eligibility criteria (ex. specialist faculty with alternative teaching duties) require a letter of explanation by the Dean and will be considered as exceptions on an ad hoc basis by the Honors and Awards Committee.

Procedures for Nomination

➢ You will need to provide your name and contact information as well as the nominee’s name, department, and college/school. Submit your nomination online at: www.ofdas.hawaii.edu/awards.html

Deadline for nominations is Monday, October 19, 2015.

Nominations will be forwarded to the respective nominee’s College/School dean and convener. The College/School deans will appoint a committee to select the College/School finalists and the campus wide Honors and Awards Committee will receive the finalist applications and make recommendations to the President and Chancellor. Finalists will be awarded in the spring semester.
2016* EXCELLENCE IN TEACHING AWARDS
GUIDELINES FOR NOMINATIONS AND APPLICATIONS

CRITERIA

I. SUBJECT MASTERY AND SCHOLARSHIP
The teacher demonstrates mastery of the subject matter in courses taught, has the ability to organize, emphasize and clarify ideas, elicit useful questions, communicate knowledge beyond the mere exchange of information. The teacher blends new ideas, research and developments into classroom instruction.

II. TEACHING EFFECTIVENESS AND CREATIVITY
The teacher has developed effective skills in managing the art and craft of teaching; well-prepared for class, interesting and clear presentations, fair and reasonable evaluation of students, ability to encourage and motivate learning in students. The teacher is open to new techniques and approaches to stimulate learning, and demonstrates these qualities in innovative ways.

III. PERSONAL VALUES BENEFICIAL TO STUDENTS
The teacher has an interest in student learning and the quality of the learning environment, is enthusiastic about teaching, approachable, tolerant of different viewpoints, sensitive to cultural, ethnic and gender differences among students. The teacher promotes civility and good relationships among students.

NOMINEE PROCEDURES
Nominees will be notified by their college dean about requirements and deadlines for submitting applications. All applications must include a statement of a philosophy of teaching, letters of support, information on courses taught and number of students for the previous three year period, summaries of student course evaluations for all courses taught during the last three years, current curriculum vitae, and supporting materials demonstrating creative and innovative teaching.

All applications will be screened by the College/School committees which make recommendations on finalists to the Honors and Awards Committee. This campus wide committee is comprised of previous Board of Regents awardees. Recommendations for award recipients are sent to the President and Chancellor and finalists are announced in the spring semester.

*For award cycle beginning in the Fall 2015 and awards given in Spring 2016
2016*

Frances Davis Award for Excellence in Undergraduate Teaching

The Frances Davis Award for Excellence in Undergraduate Teaching is a memorial to the late Frances Davis who taught mathematics at UH Mānoa and UH Leeward for 19 years. Frances Davis was an inspired teacher dedicated to sharing her knowledge of mathematics with undergraduates attending the University of Hawai'i. The award recognizes recipients for their dedication to teaching, for their demonstrated excellence as teachers and for their attention to undergraduate students. Its purpose is to recognize the teaching excellence of a full-time junior faculty member at campuses of the University of Hawai'i.

The following criteria should be used in judging among candidates for the award:

1. At UH Mānoa, candidates must be full-time Instructors (I2) or Assistant Professors (I3);

2. Candidates should demonstrate a record of dedication to teaching, excellence in the design and instruction of lower division or interdisciplinary undergraduate courses, and service to undergraduate students;

3. Weighing priorities are as follows:

   **HIGHEST:** Faculty member's demonstrated professional expertise as exhibited in teaching success.

   **2ND HIGHEST:** Faculty member's demonstrated interest and involvement on behalf of students.

   **3RD HIGHEST:** Faculty member's performance as exemplar for students.

At UH Mānoa, this award is presented as an equivalent to the "excellence in teaching" award. Screening of nominees is made at the college level using BOR Excellence in Teaching criteria and the final recommendation is made by the Honors and Awards Committee. Colleges may recommend a junior faculty nominee from the pool of applicants for the BOR teaching award. The award recipient will receive a cash award and a certificate.

In addition, a Frances Davis Graduate Teaching Assistant Award winner will be selected by the Graduate Council.

* For award cycle beginning in the Fall 2015 and awarded in Spring 2016
Responsibilities:

The dean will be responsible for:

- Establishing a screening committee for the College/School. The committee chair should be an associate dean or appropriate senior faculty member.

- Completing and collecting application materials in a uniform manner.

- Developing (if desired) additional college procedures and internal deadlines for application materials (the campus wide criteria must form the basis for all applications).

- Selecting the finalists based on quota. The dossiers of the finalists will be forwarded to the Honors and Awards Committee c/o Office of Faculty Development and Academic Support (OFDAS), Kuykendall 107 for deliberation and final recommendations to the President and Chancellor.

The Dossier

The dossier may be prepared by the nominee or by colleagues who are willing to assemble the required materials. Dossiers of previous awardees are available for viewing at OFDAS in Kuykendall 107 from 8:30am-4:15pm, Monday through Friday, except on scheduled holidays and scheduled leave days.

Deadline

Dossiers for finalist(s) are due at OFDAS by January 21, 2016. OFDAS will convene and staff the Honors and Awards Committee (Previous BOR wardees.) The Honors and Awards Committee will make recommendations to the President and Chancellor by late March 2016.

Awards Ceremony and Reception

The recipients of the BOR Excellence in Teaching Awards, Chancellor Citations, and the Frances Davis Award will be recognized at the Mānoa Awards Ceremony and Reception in April or May (date tba).
Sample Letter from Dean to Nominee

<DATE>

MEMORANDUM

TO: <NOMINEE>
FROM: Dean, <College/School>
SUBJECT: 2016 Excellence in Teaching Award

Congratulations! You have been nominated for an Excellence in Teaching Award for AY 2015-2016. If you wish to be considered by the 2016 Honors and Awards Committee, please submit a small three-ring binder that includes all of the following documents for your application:

- A statement (three typed pages maximum) discussing your philosophy of teaching and your achievements in the three areas of the guidelines: subject mastery, teaching effectiveness, and personal values beneficial to students or an open-ended statement on your philosophy of teaching.

- Arrange for no less than 5 and no more than 8 letters of support from students, colleagues, or others who are familiar with your teaching with different perspectives. It is most helpful to a range of letters from students, colleagues, department chair, dean, etc. Confidential letters should be sent directly to: <NAME OF COLLEGE LIAISON>.

- Syllabi and description of courses taught with enrollments for the previous three year period.

- Summaries of student evaluations for all courses taught during the previous three year period (do not include raw data). It is most effective to use comparative data summary forms (eCAFE). eCAFE forms for the current semester may not be available in time for this submission, but as soon as the results are published may be forwarded to be included in your binder.

- Current curriculum vita

- Other supporting materials evidencing creative and innovative teaching you may wish to include.

You are welcome to view successful dossiers of previous award recipients at OFDAS, Kuykendall 107, between 8:30am-4:15pm Monday through Friday, except holidays and scheduled leave days.

The deadline for submitting the above materials to the College / School screening committee is <COLLEGE/SCHOOL INTERNAL DATE>.
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<th>College/School</th>
<th>Award Quota</th>
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<th>Convener</th>
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