

DISTINGUISHED TEACHING AWARDS 2019 - 2020

Guidelines and Procedures for Senate and non-Senate Faculty

Committee on Distinguished Teaching
Academic Senate
University of California, Santa Barbara



Purpose of the Award

Teaching and research are both essential duties of Senate faculty members, and the Committee on Distinguished Teaching believes that excellence in teaching and excellence in creative and scholarly work go hand-in-hand. The Distinguished Teaching Award acknowledges the efforts of Senate faculty members who have successfully united these two roles. Lecturers are judged on their excellence in teaching and their contributions to the teaching mission of the University. The award is intended to recognize the distinguished teaching accomplishments of the faculty, which may be exhibited at any time during a faculty member's career. Evidence of accomplishment does not necessarily require many years of service. At the same time, many years of service are not solely sufficient grounds for recognition.

This award program was initiated to encourage and reward excellence in teaching on the Santa Barbara campus. A maximum of six Distinguished Teaching Award recipients will be selected. Awardees will receive a cash award of \$1,000 and a framed certificate.

Selection Committee

The Distinguished Teaching Award selection committee is a subcommittee of the Council on Faculty Issues & Awards. The vice chair of the Council serves as the chair of the selection committee. All other members are previous award recipients.

Eligibility

The intent of the Distinguished Teaching Award is to recognize faculty members with a sustained record of distinguished teaching. All members of the Academic Senate and non-Senate faculty who have taught a **minimum of nine academic quarters** (through fall quarter 2019) in residence are eligible for nomination. Previous award recipients and current members of the Committee on Distinguished Teaching are not eligible.

Criteria Considered for Teaching Excellence

- Documented excellence on several levels of teaching, namely, lower-division undergraduate, upper-division undergraduate, majors courses, and graduate instruction (to the extent applicable).
- Documented examples of innovative teaching efforts.
- Documented excellence in undergraduate and/or graduate mentoring as related to teaching
- Documented accessibility to undergraduate and graduate students (to the extent applicable).
- Documented integration of research and teaching (to the extent applicable).

Stage 1: Call for Nominations

Any member of the UCSB community may make nominations for the Distinguished Teaching Awards: an individual student, faculty member, department or program, instructional unit or student organization. The initial nomination should include a statement of 200-500 words, which may be included as one of the letters of support.

The Committee on Distinguished Teaching encourages departments and programs to be mindful of excellent teaching by women and minority colleagues, many of whom may have joined the faculty in recent years.

DEADLINE FOR NOMINATIONS

Nominations must be submitted online (<https://senate.ucsb.edu/~awards>) by **5:00pm on January 2, 2020**.

NOMINEE NOTIFICATION

All eligible nominees will be notified of their nomination for the Distinguished Teaching Award via email by **January 6, 2020**.

Stage 2: Nominee Documentation

To be considered for a Distinguished Teaching Award, nominees must submit the following items:

- A 5-year ESCI Summary Report of the student evaluations of teaching and course quality (ESCI scores Question A and B) for the past five academic years that includes corresponding departmental averages (called “norms” in the ESCI report).
- Letter of support from your department/program chair addressing all of the teaching excellence criteria.
- Three letters of support from students — at least one from an undergraduate student and one from a graduate student (when applicable). **Do not submit more than three letters.**
- A brief curriculum vitae (1 to 3 pages).
- A reflective statement of nominee’s teaching philosophy at the undergraduate and graduate levels (where applicable). The statement should address teaching goals, objectives and experiences along with the integration of research into teaching. **There is a 2-page maximum — document must be double-spaced using 11-pointfont (Times New Roman) with 1-inch margins.**
- Data sheet with number of graduate students supervised, dissertation and theses supervised, qualifying examinations participated in and/or chaired in the past two academic years (if applicable).

SUBMISSION OF NOMINEE PACKET

All materials should be submitted in electronic format, through the link provided on the secure Academic Senate website (<https://senate.ucsb.edu/~awards>). Documents may be either in PDF or *Word* format.

DEADLINE FOR NOMINEE PACKET

All materials for the nominee packet must be submitted (uploaded to the website) by **5:00pm on February 5, 2020**.

Late or incomplete nominee packets, as well as packets that do not follow the nominee documentation guidelines, will not be accepted.

AWARD NOTIFICATION

Each Distinguished Teaching Award recipient will be notified in person by a member of the Committee on Distinguished Teaching beginning the week of **March 30, 2020**. Those nominees who were not selected for an award will be notified by email by **April 17, 2020**.

AWARDS RECOGNITION

Award recipients will be honored at a public ceremony and reception at the April meeting of the Faculty Legislature to recognize their achievements.

Key Dates

- | | |
|---|---------------------------|
| • Deadline for nominations | January 2, 2020 |
| • Eligible nominees notified via email | January 6, 2020 |
| • Deadline for nominee packets | February 5, 2020 |
| • Recipient notifications | March 30 – April 10, 2020 |
| • Non-recipient notifications via email | April 17, 2020 |
| • Award recognitions, Faculty Legislature | April 30, 2020 |

Distinguished Teaching Awards Frequently Asked Questions

1. Can I nominate myself for the award?

We do not accept self-nominations for the Distinguished Teaching Awards. Nominations for all awards may be made by any member(s) of the UCSB community: an individual student, faculty member, academic department, instructional unit, or student organization.

2. I would like to know who nominated me so I can thank them, can you please tell me?

In order to protect the privacy of the nominator, and to prevent possible conflicts of interest during the award term, we do not release the names of the individuals who submitted nominations.

3. What are ESCI Survey Statistics and the 5-year ESCI Instructor Summary Reports?

At the end of each quarter, students submit instructor and course evaluations by filling out ESCI response forms. The Office of Instructional Development processes the results of instructor and course evaluations for each course, compiling them into quarterly Summary Statistics. A 5-year ESCI Instructor Summary Report is a compilation of student evaluation data for the past five academic years.

4. Should I submit all of my individual ESCI Survey Statistics for courses that I have taught?

The ESCI Office will provide a 5-year ESCI Instructor Summary report, in the form of a PDF, with all of the necessary ESCI data to be included in your nomination documentation packet. Please do not include any additional ESCI reports, data or open-ended comments.

5. Where can I obtain my 5-year ESCI Instructor Summary Report?

Please contact the ESCI Office to request your 5-year ESCI Instructor Summary Report.

E-mail: esci@id.ucsb.edu | Telephone: (805) 893-4278 | Location: 1124 Kerr Hall

*Please note the turnaround time for ESCI report requests may take up to 5-7 business days.

6. How many quarters of ESCI summaries should I submit?

The 5-year ESCI Instructor Summary Report will provide an overview of student evaluations for the past 5 academic years. You may still be considered for the Distinguished Teaching Award so long as you have taught at least nine quarters during the past five academic years; the 5-year ESCI Instructor Summary Report will automatically generate the required data.

7. Can I submit a summary of all of my ESCI scores in Word or Excel format?

Please submit only the 5-year ESCI Instructor Summary Report in the format generated by Instructional Development.

8. What if my department does not collect ESCI data? Can I still be considered for the award?

If your department does not provide ESCI data, please notify us by email:

awards@senate.ucsb.edu

9. Does the question regarding quarters taught at UCSB include summer quarter?

Yes, this includes summer quarter.

10. How do I submit my nominee materials packet?

Instructions on uploading nominee materials will be emailed to each eligible nominee. Nominees will need to visit the Senate awards page (<https://senate.ucsb.edu/~awards>), which will require you to log on using your UCSB *netID*. All materials should be uploaded (in either PDF or *Word* format) by the deadline: 5:00pm on February 5, 2020. If you have any technical difficulties with the system, please contact: help@senate.ucsb.edu.

11. I do not have time to compile the required materials for the deadline. Can I turn in my packet after the deadline?

In fairness to all participants, we will not accept packets or portions thereof after the deadline or grant deadline extensions. To make exceptions for one participant would raise serious concerns about equity in the program, and the fairest practice is to hold all participants to the same policy. Any materials received after the deadline will be evaluated at the discretion of the committee chair.

12. I have more than three letters of support. Can I include them all in my packet?

Please DO NOT submit more than three letters of support. Only three letters will be reviewed. If more than three letters are received, you will be contacted to choose which three to be reviewed.

13. What are the guidelines for the letters of support?

There are no specific guidelines for writing letters of support. Nominees may want to refer to the “Criteria considered for Teaching Excellence” which is used as a basis for evaluation.

14. To ensure confidentiality, can my letters of support be submitted directly by my references?

Yes. If any of your references prefers to keep their letter confidential, they may submit it directly to the Academic Senate. The letter should be emailed to: awards@senate.ucsb.edu with your name in the subject line.

15. Can I submit my letters of support in person at the Academic Senate office?

No. Letters of support should be uploaded with your packet as explained above. However, if there are extenuating circumstances that would prevent you from being able to comply with this request, then please contact our office at: awards@senate.ucsb.edu.

16. Two of my students submitted their letters of support in the body of emails. Do I need to print the emails and have the students come in to sign them, or can I just forward the emails to you?

As long as the emails contain headers (the To, From, Date, Subject) we will accept emails that have been printed as PDFs. We need to be able to verify that the emails came from a specific person.

17. Do the students who write letters have to be currently enrolled at UCSB, or can they be alumni?

Students submitting letters must either be currently enrolled at UCSB or have graduated at any time in the past 3 academic years.

18. How should I present my materials? May I submit them in a binder, report cover, or portfolio?

No, please do not place your materials in a binder, report cover, or portfolio. All materials should be submitted by uploading them to the Academic Senate webpage (see above).

19. Are there any length guidelines or chronological guidelines for the curriculum vitae?

The curriculum vitae should be brief, approximately 2-3 pages. There are no chronological guidelines.

22. Who chooses the recipients of the Distinguished Teaching Award?

The Distinguished Teaching Award recipients are selected by a committee composed of former Distinguished Teaching Award recipients and chaired by a member of the Council on Faculty Welfare, Academic Freedom, and Awards.

23. When will the award recipients be notified? Will I be notified if I do not receive the award?

For the Distinguished Teaching and Outstanding Teaching Assistant Awards, both the recipients and non-recipients will be notified no later than April 17, 2020.

I was not chosen for the award and I would like to know why. Who can I speak with? Please email your concerns to awards@senate.ucsb.edu, and they will be reviewed by the appropriate Committee Chair. Unfortunately, due to the volume of award nominations, individual feedback on nominee packets is not possible.