

JEROME KRIVANEK DISTINGUISHED TEACHER AWARD
Nomination Guidelines

1. Any member of the University of South Florida community may submit documented nominations of persons holding an appointment in "professorial rank" at USF for the Distinguished Teacher Award. "Professorial rank" refers to faculty in the rank of Assistant Professor, Associate Professor, or Professor.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support teaching strength. Such evidence should include student and peer evaluations, personally prepared teaching and drill aids, course syllabi, statements of teaching philosophy, descriptions of teaching techniques, histories of the accomplishments of former students, and other material that will assist the committee in evaluating the contributions of the nominee to the originality, creativity, technical proficiency, enhancement of teaching, training, and learning of students at the University.
4. Although performance during the entire career of the nominee is considered, recent work at USF will be dominant in the evaluation. Each individual will be considered upon his/her individual merits *as documented by* the nomination and supporting information provided.
5. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Teacher will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action.
7. No award will be considered final and official until it is formally announced by the President of the University.

Date of adoption: 08/81
Date of last revision: 11/93; 10/01

DOCUMENT PREPARATION
Check list for JEROME KRIVANEK DISTINGUISHED TEACHER AWARD
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The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document

- ___ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
- ___ Table of Contents
- ___ Recommendations from the appropriate Chairs/Deans
- ___ Curriculum vitae
- ___ Student and peer evaluations; Limit 1 page
- ___ Personally prepared teaching and drill aids including the number of published textbooks, sales record if known, use of innovative technology; Maximum 5 pages
- ___ Statements of teaching philosophy; Limit 1 page
- ___ Description of teaching techniques; Limit 1 page
- ___ Histories of the accomplishments of former students; Limit 2 pages

APPENDIX

- ___ Course syllabi
- ___ Peer evaluations
- ___ Student evaluations
- ___ Other materials that are relevant and will assist the Council in evaluating the contributions of the candidate.

Submission format:

- ___ Electronic file in Portable Document Format (pdf) Limit 12 MB
(Use Acrobat Professional to alter the size of the file if larger than 12 MB)

Submitted by: _____ Date: _____

Revised: 04/08; 09/10