NOMINATION GUIDELINES
2013-2014 AWARD FOR OUTSTANDING CONTRIBUTIONS TO
POSTBACCALAUREATE, GRADUATE, AND PROFESSIONAL EDUCATION

Purpose

Beginning in 1998-1999, the University of Minnesota has recognized a select group of teachers for their outstanding contributions to postbaccalaureate, graduate, and/or professional education. This honor is awarded annually to exceptional candidates nominated by their colleges in their quest to identify excellence in postbaccalaureate, graduate, and/or professional education. The award is made possible through generous support of the Office of the Senior Vice President for Academic Affairs and Provost and the University of Minnesota Alumni Association.

Eligibility

Regular faculty (tenure-track and tenured), non-regular faculty (term appointments), and academic professional (P&A) instructors, who are salaried through the University, hold a 66 2/3% time or greater appointment, and have been at the University of Minnesota for at least five years, including the current year, may be nominated for this award. Previous nominees who did not receive the award may be renominated; previous winners are ineligible.

Self-nomination is not allowed.

For the purposes of this award, graduate and professional students are defined as students who are pursuing a postbaccalaureate, graduate, or professional program.

Awards

During the 2013-2014 academic year, up to eight University of Minnesota teachers will be selected to receive the award with the announcement of award recipients to be made in March. Recipients will receive a $15,000 one-time award.

Nominations will be evaluated by the Postbaccalaureate/Graduate/Professional Award Selection Committee, which is named by the Vice Provost for Faculty and Academic Affairs. The committee’s selections are reported to the Senate Committee on Educational Policy (SCEP), which approves the list of awardees. The committee is composed of faculty and P&A members, one graduate or professional student, and a representative of the University of Minnesota Alumni Association.

Criteria

Nominees will be evaluated on the basis of a dossier documenting outstanding contributions to postbaccalaureate, graduate, or professional education. The dossier should provide specific evidence of outstanding performance in one or more—not necessarily all—of the categories listed below:

1. Excellence in instruction.
2. Involvement of students in research and/or artistic activities, scholarship, and professional development.
3. Development of postbaccalaureate, graduate, and/or professional instructional programs.
4. Advising and mentoring of students.
This list should not be considered exhaustive or restrictive. The selection committee will consider any and all outstanding contributions to postbaccalaureate, graduate, and/or professional education described by the materials provided. The committee will consider that some faculty also teach undergraduate courses, and this contribution to teaching may also be taken into account in weighing the strengths of candidates. The magnitude of an outstanding contribution in one area may compensate for little contribution in other areas. The selection committee will consider outstanding contributions ranging from broadly distinguished performance over many years to a single extraordinary contribution. Persons receiving awards will be those whose contributions to postbaccalaureate, graduate, and/or professional education the selection committee considers the most outstanding in a given year and also genuinely outstanding regardless of the year or the competition.

Selection of College Nominees

Each college engaged in postbaccalaureate, graduate, and/or professional education may submit the following number of nominations:

**Up to 5 nominations:**
- College of Food, Agricultural, and Natural Resource Sciences
- College of Liberal Arts
- Duluth campus (excluding Medical School and College of Pharmacy)
- College of Science and Engineering
- Medical School

**Up to 3 nominations:**
- Carlson School of Management
- College of Education & Human Development

**Up to 2 nominations:**
- College of Biological Sciences
- College of Design
- College of Pharmacy
- College of Veterinary Medicine
- School of Dentistry
- School of Nursing
- School of Public Health

**1 nomination:** all other units

The designated college contact should submit *an online dossier to the appropriate NetFiles folder by no later than midnight (11:59 p.m.), Monday, January 13, 2014.*

Because each college may only submit a limited number of nominations, many colleges have an internal selection process to choose their nominees, and therefore, have an internal deadline prior to the University-wide deadline. Each college has a designated college contact for the Graduate/Professional Award; departments, faculty, and students interested in submitting a nomination should contact their designated contact for information about the college’s internal selection process and deadlines. A link to the list of designated college contacts is available on the nomination information page (http://z.umn.edu/gradprof).

Successful dossiers will be made available for public review and various University of Minnesota editors may publish information from these dossiers in materials regarding the Graduate/Professional
Award. Dossier contents will be publicly available except for information covered by the MN Data Privacy Act. Private or personal materials should not be included as part of the dossier.

**Organization and Presentation of Dossiers**

The following guidelines apply to the dossiers that are submitted to the Provost's Office for the University-wide competition. Because the processes by which colleges select their nominees vary significantly, those preparing dossiers at the departmental level should contact their designated college contacts to determine what materials are required for the internal selection process.

In order to maintain a similar format and appearance among dossiers, online templates are provided for dossiers selected by colleges for submission to the University-level competition. Dossiers MUST be prepared using the templates provided; dossiers prepared with other materials will not be accepted. This policy has been implemented at the specific request of the selection committee to facilitate the review process. Each dossier should be submitted by the designated college contact to the established NetFiles folder.

Sample dossiers are available for review at [https://netfiles.umn.edu/xythoswfs/webui/_xy-e157262911-t_7vvMWTLLV](https://netfiles.umn.edu/xythoswfs/webui/_xy-e157262911-t_7vvMWTLLV). Photographs, videos, and other types of visual materials not central to the dossier are discouraged. Brevity is encouraged in assembling the following materials. Items should be presented in the order listed below.

A nomination form must be completed and submitted for each candidate. A link to this form can be found at [http://z.umn.edu/gradprof](http://z.umn.edu/gradprof).

For items (a) through (g) below, templates are available for downloading from the Graduate/Professional Award website: [http://z.umn.edu/gradprof](http://z.umn.edu/gradprof). Once created, each of these documents should be combined and saved as a single PDF dossier, in the designated NetFiles folder. Instructions for accessing the NetFiles folders will be sent out separately to the college contacts.

To download a template, click on the link. A Microsoft Word document will open. Go to the “file” menu and click “save as” to save the document to your computer. Click on the appropriate fields to enter your data. Templates may be emailed to those who will complete the materials, or they may be accessed directly from the website.

The fonts and spacing of the templates are set to conform to the specifications set forth in the guidelines below. The top margin of each template may be increased to accommodate letterhead, if necessary; please do NOT change any other formatting specifications. Please also note page and word count limitations specified below.

All dossiers must include the following (in this order):

a. **Summary**: Name as the nominee wishes it to appear on the award certificate, Scholars Walk, and in any publicity, should they receive the award (e.g. Kim A. Jones) and a 75-word summary of the nominee’s accomplishments relative to this award, written in the third person.

b. **Nomination Statement**: A statement of no more than five pages (using a 12-point font, one-inch margins, and 1.5 line spacing) presenting the full case for the nomination and summarizing the dossier, with specific reference to the criteria listed in these guidelines. This statement forms the basis of the nomination and is extremely important for the review process. The author should describe the nominee's qualifications and other relevant criteria,
focusing on specific details. The aim of this statement is to set out a convincing and detailed
case for the nominee's outstanding contributions to postbaccalaureate, graduate, or
professional education.

c. **Candidate’s Personal Statement:** Personal statement by the candidate of no more than
1,200 words (using a 12-point font type, one-inch margins, and 1.5 line spacing),
addressing the criteria for the award and the impact on student learning.

d. **Candidate’s Curriculum Vitae:** The candidate's curriculum vitae of no more than four
pages (using a 12-point font, one-inch margins, and 1.5 line spacing)* organized according
to the following rubric:
   - Education
   - Courses Taught at the University of Minnesota (include courses at all levels)
   - Program and Curricular Development
   - Service
   - Outreach and Other Activities Related to Teaching/Learning
   - Publications (a summary list of the candidate’s most important published works).

e. **Teaching Evaluation Data:** For graduate/professional courses taught at the University of
Minnesota over the previous five years of active teaching, provide a numerical overview
compiled from student evaluations, arranged according to the form supplied. For courses with
both undergraduates and graduate/professional students, please specify the percentage of
graduate/professional students enrolled. Up to one additional page of assessment of student
learning can be included.

f. **Supporting Letters:** Up to eight supporting letters,* three of which must be from individual
graduate/professional students, past or present. The remaining letters may be from students,
faculty, administrators, staff, alumni, or non-University of Minnesota references. In all cases
letter writers are encouraged to cite specific examples in support of the case.

g. **Release Form:** to download, go to [http://z.umn.edu/gradprof](http://z.umn.edu/gradprof) and look under the “To be
included in online dossier submission” section for the release form.

Additional information will not be considered.

**NOTES:**
- Please retain a copy of the dossier at the collegiate or departmental level for your
records.
- The 2014 Distinguished Teaching Awards ceremony is scheduled for April 14,
beginning at 4:00 pm.

**Additional Instructions for Designated College Contacts**
Designated college contacts should inform departments, faculty, instructional P&A staff, and
students of the college’s internal selection process well in advance of the internal deadline, in order
to ensure adequate time for dossier preparation. All colleges, small as well as large, are encouraged
to have nominating committees to oversee the process and review nominations.
As noted above, the designated college contact must complete the nomination form and then submit
the dossier online in the designated NetFiles location. Designated college contacts will work with
Chris Bremer (612-625-6176 or breme006@umn.edu) as needed to coordinate this process.