LAWRENCE J. NELSON AWARD FOR OUTSTANDING TEACHING
BY FACULTY
NOMINATION FORM

(To Be Completed by Nominator)

Name of person submitting nomination

-------------------------------------------- Date: __________________________

Signature of person submitting nomination

Name of Nominee: ________________________________________________

Please provide no more than a one-page description of why you are nominating this faculty member for this award. Please forward with this nomination form to the nominee for completion.

(To Be Completed by Nominee)

Nominee’s Office Phone Number: ___________________ UNA Box Number ____________

Please enclose with the Nomination Form

1. A current vita (maximum of five pages);
2. A discussion (maximum of five pages) of the nominee’s teaching philosophy, his/her most significant teaching accomplishments primarily during the past five academic years, and all activities that are geared towards student engagement in classes and in support of the University’s Strategic Plan. Significant teaching accomplishments may be documented by citing such things as the development of new courses and degree programs; other efforts to improve or enhance the curriculum; summary results of evaluations of the nominee’s teaching by students; awards or other formal recognitions for outstanding teaching; grants or financial aid obtained for innovation or experimentation in teaching; etc. The nominee may also include a discussion of scholarly and/or service activities during the past five years that directly relate to teaching.
3. Nominees are to submit only the required materials listed above. Please refer to accompanying selection criteria for further guidance and for instructions for submission. Address any questions you may have to the Chair of the Selection Committee.
4. Provide a class schedule (including Canvas online courses) for the current semester with nomination form for purposes of class visitations.

__________________________________________________________ Date: __________________________
Nominee’s Signature

Name of Nominee’s Department ________________________________________

__________________________________________________________ Date: __________________________
Department Chair’s Signature (letter of support attached)

__________________________________________________________ Date: __________________________
Dean’s Signature

Date received by the Office of Academic Affairs: ____________________
1. The Nomination Form must be submitted to the chair of the nominee’s department by the **Monday, November 11th**. Self-nominations are encouraged. Nominations may also be received by students, faculty members, administrators and/or alumni. All UNA full-time faculty are eligible for the award.

2. The Outstanding Teaching Award Selection Committee will be made up of the three previous recipients, a faculty member from the College of Business, the Anderson College of Nursing, the College of Education and Human Sciences, and the College of Arts and Sciences, a faculty member from Educational Technology/Library Sciences (to be rotated annually between the two divisions), and one student representative. The student representatives will rotate among the colleges in the following order: Arts & Sciences, Business, Education and Human Sciences, and Nursing. The Executive Assistant (Melissa Clark) in the Office of Academic Affairs will convene the committee in the fall semester to select a chair and to solicit nominees. The deans and the Vice President for Academic Affairs will select faculty and students to serve on the committee and must approve any changes to the award criteria prior to the solicitation of nominees for the award.

3. The award will be made for excellence in teaching. A list of no more than three (3) finalists will be based on a preliminary screening of materials submitted with the nomination. In March, members of the selection committee will: visit the finalists’ classes, interview the finalists and their colleagues, review their class Canvas page for a limited time, and poll the students in the finalists’ classes. Classroom visits will occur the second week of March. Access to the nominee’s Canvas course page is given by John McGee and J. Brian Ford. The committee chair will need to send an email to John McGee and J. Brian Ford for permission to be added to the teaching nominees Canvas course page as a student only, not faculty. The committee chair will also need to provide McGee and Ford a listing of the teaching committee members that will need access to the nominee’s online course Canvas page in order to review.

4. Required recommendations. The department chair must submit a letter of recommendation along with the Nomination Form to the dean of the respective college by **Monday, February 10th**, who in turn must submit a letter of recommendation along with the department chair’s letter and the Nomination Form to the Office of Academic Affairs by **Friday, February 28th**.

5. The type of award:
   A. There will be an acrylic award given to each recipient
   B. The name of the recipient will be displayed on a permanent plaque
   C. The recipient of the award will receive a $750 faculty development grant
   D. The recipient will be featured in the *Profiles in Excellence* publication
   E. The recipient will be eligible to attend the annual International Conference on College Teaching and Learning and represent UNA as the campus award winner, or an alternate conference approved by the college dean and Vice President for Academic Affairs and Provost.

6. The award will be presented by the Vice President for Academic Affairs and Provost at the University Awards Gala.

7. No member of the Selection Committee will be eligible for an award while serving on the committee.

8. No faculty member may receive the Outstanding Teaching Award more than once during a 10-year period.
Former Recipients are:
Charlotte Cramer (ACONHP) – 2007
Yi-Min Cai (COAS) – 2008
Patricia Wilson (ACONHP) – 2009
Larry Nelson (COAS) – 2010
Linda Lewis (COEHS) – 2011
Charlton James (COAS) – 2012
Vickie Pierce (ACONHP) – 2013
Jeffrey Bibbee (COAS) – 2014
Matthew Fitzsimmons (COAS) – 2015
Will Brewer (ACONHP) – 2016
Sarah Franklin (COAS) – 2017
Laura Williams (ACONHP) – 2018
Jean Ann Helm Allen (COEHS) - 2019