

ATTACHMENT #1

UNDERGRADUATE TEACHER AWARDEE INFORMATION
Cover Page

Due January 27, 2017 to Ileana McCray, mccrayi@ufl.edu

Complete one sheet (without packet) for each college-level awardee.

Complete one sheet with packet for each University-wide nominee.

Please type in all information:

College: _____

Department/Unit: _____

Nominee Information:

Full Name and Title: (Dr., Ms., etc.) _____

(Please indicate name and academic credentials as they should appear on the plaque.)

Position Title: _____ UFID: _____

Phonetic Pronunciation of Name: _____

Email address of nominee: _____

Award Level: (select one)

_____ College-level award only

_____ College-level award AND University-level award nominee (packet attached).

Earning Account Code #: _____

(Earning Account Code # is the HR Account Number)

Dept. Code (Dept. ID): ____ _ (must include all 8 digits)

College budget office contact/email: _____

(Provost Office will advise when payments will occur or should be processed by College)

Nominee Signature

Dean's Signature

2016-17 Undergraduate Teacher of the Year Portfolio

ATTACHMENT #2

--If you use UF colors and/or logos in packet materials, please adhere to the most recent UF Brand Center Guidelines: <http://www.identity.ufl.edu/>

--You may include links to web-based materials; however, please select representative examples. Do not include links to entire courses, or to information only accessible via password.

--Please use the section headings as listed below; do not add additional sections.

--Key your responses, as appropriate, to the stated criteria in the "Guidelines."

UNDERGRADUATE TEACHING AWARD

*Section	Topic	Maximum No. Pages
1.0	Cover page (Attachment 1)	1
2.0	Chair's Letter	2
3.0	Teaching philosophy	2
4.0	Documentation - Required	n/a
4.1	Student evaluations: numerical evaluations from previous 2 academic years	5
4.2	Student letter(s) (NO CURRENT STUDENTS)	3
4.3	Peer teaching evaluations, if available (most recent 2 years; NO CURRENT MEMBERS OF EVALUATION COMMITTEE)	3
4.4	Sample assignments and exams directly addressing the criteria	3
4.5	Evidence of the 5 criteria listed in the "Guidelines"	5
5.0	Documentation - Optional	n/a
5.1	Teaching Awards/Honors	1
5.2	Bibliography of articles or other publications on teaching	1
5.3	Metrics or other data demonstrating student success	2
	TOTAL MAXIMUM PAGES	28

*Use the Section #'s listed to organize packet

UNDERGRADUATE TEACHER OF THE YEAR CHECKLIST

For College-Level Awardees:

1. Send in a completed Information page (ATTACHMENT 1) for each college-level awardee. We need the correct spelling and pronunciation of their names in order to recognize them at the Awards Reception.
2. Send in ONLY the Information page for college-level awardees. We do not need a copy of the packet.

For Awardees being sent forward as nominees for the University-Level Awards:

1. Check that packets follow the guidelines listed on ATTACHMENT 2.
2. Check that the appropriate signatures are on ATTACHMENT 1.
3. Complete an Information sheet (ATTACHMENT1) and use as a cover page for each packet.
4. Do not send packets in binders, pocket folders or sleeves. Submit in one PDF packet with the Information Page on top.

Submit to imccray@aa.ufl.edu