2024-25 Undergraduate Teacher of the Year Awards

**Guidelines for Administration**

This document explains the **administrative roles and responsibilities** of the individuals who are applying for the TOY award and reviewing the applications. Information on how to apply is available in the [“Guidelines for Application](https://aa.ufl.edu/awards/uf-internal-awards/teacher--advihttps:/aa.ufl.edu/awards/uf-internal-awards/teacher--adviser-of-the-year/ser-of-the-year/).”

# PURPOSE: These awards encourage and reward excellence, innovation, and effectiveness in undergraduate teaching.

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# NOMINEES’ RESPONSIBILITIES:

1. Complete the appropriate section of the Undergraduate Teacher of the Year Awardee Information Cover Page (available at <https://aa.ufl.edu/awards/uf-internal-awards/teacher--adviser-of-the-year/>) and include it as Page One of your portfolio
2. Solicit letter of support from your chair/director

* Letter should be submitted directly to your College Coordinator

1. Solicit up to three letters of support from former students

* Letters should be included in your portfolio

1. Submit a single PDF portfolio that includes all material outlined in the Guidelines for Application to your College Coordinator

# COLLEGE DEAN OR DESIGNEE RESPONSIBILITIES:

* 1. Identify a college coordinator for the nomination process and provide their name to Associate Provost’s Office, [PVFA@aa.ufl.edu.](mailto:PVFA@aa.ufl.edu.)
  2. Announce the nominations for Undergraduate Teaching Awards at the college and departmental level, noting the number of awards allocated to the college and any changes to the award process since last year.
  3. Appoint a committee of faculty and students to evaluate the nominees and recommend candidates.
     + The committee must include at least one previous college-level award winner and other individuals with established teaching reputations.
     + Student committee members should be selected by the relevant college student council and must make up no less than one-fourth of the committee membership.
     + Committee members may not apply for the award or submit support letters.
  4. Select nominees to be forwarded to the University-wide competition.
  5. Complete the Dean/Director portion of the Awardee Information Cover Page.

# COLLEGE COORDINATOR RESPONSIBILITIES:

1. Notify all nominees. Provide them with a list of the materials required for the application portfolio, the evaluation criteria, and the appropriate address to which chair’s letters of support should be sent.
2. Receive supporting letters from department chairs/directors and incorporate into nominee portfolios
3. Complete the appropriate section of the Awardee Information Cover Page for each college-level awardee. There should be one sheet for each person who will be receiving a plaque at the Awards Reception.
4. Ensure that for University-level nominees ONLY, a complete portfolio (one PDF of all the material outlined in the Guidelines for Application) accompanies the Cover Page.

# COLLEGE COMMITTEE RESPONSIBILITIES:

1. From the college-level applicant pool, recommend to respective Dean/Director the individuals who should receive the college-level awards.
2. From the college-level awardees, recommend candidate(s) who should advance to the University-level competition.

# DEADLINES:

September 2024: Associate Provost notifies Academic Deans and Directors of the

Undergraduate Teacher Awards program and requests that they advise faculty on application procedures for College-level Awards.

November 2024: Last day nominations can be received for consideration by college-level committees.

January 17, 2025: The following electronic PDF materials are due in the Office of the Associate Provost, [PVFA@aa.ufl.edu :](mailto:PVFA@aa.ufl.edu%20:)

1. Cover Page for all college-level award recipients
2. Portfolios (PDF) for each nominee for a University-wide award ***along with*** the Cover Page.

February 2025: Review is conducted by University-level award selection committee.

Early March 2025: Associate Provost submits names of recommendations for University-level award winners to Provost.