*TEACHER/SCHOLAR OF THE YEAR*

*University of Florida*

*TEMPLATE*

This template must be used by candidates for the Teacher/Scholar of the Year award.

Information should cover your professional career, unless otherwise noted. You should enter the information directly into the template, **DELETE the instructions when finished** and save as a PDF file for transmittal. Only files completed and saved as PDF will be accepted.

**DUE: 4:00 p.m. on January 16, 2026 to PVFA@aa.ufl.edu.**

**CANDIDATE INFORMATION:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair’s/Director’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other UF Affiliations (i.e., Institute, Center, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Tenure Awarded: \_\_\_\_\_\_\_\_\_\_\_

Highest Degree Obtained: \_\_\_\_\_\_\_\_\_\_\_

Name of Degree-Granting Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACH: Letters from Chair/Director and Dean outlining contributions to the teaching, research, and service mission of your units.**

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**1. IMPACT STATEMENT**

The statement should address the following areas, in the order indicated. The impact statement shall be no longer than three single-spaced pages.

* Area(s) of expertise
* Significance of work in the field
* Teaching, particularly of undergraduates
* Mentoring graduate students and other faculty
* Service and engagement
* Professional recognition, awards and honors
* Other (e.g., community engagement, relevant personal accomplishments, etc.)

**2. ASSIGNMENT SINCE LAST PROMOTION (NOT TO EXCEED FIVE YEARS), OR SINCE UF EMPLOYMENT, whichever is more recent.**

List your assignment **while employed at UF** beginning with the previous academic year (August to August) and working backwards. **Do not include the current year’s assignment.** List only those years during which you were under contract with UF.

Percent of assignment should be listed in Teaching, Research, Service, Extension (IFAS only) or Patient Care/Clinical (HSC only) and should be summarized by academic year as below. Indicate if you were on sabbatical or leave of absence during an academic year. List any administrative duties under Service and advisement under Teaching. Do not change the five category labels, and indicate 0% if one or more is not relevant to you. Round all percentages (10%, 20%, etc.). The annual total should always equal 100%, including any indication of research leave, except in cases of reduced FTE or non-research leave. In those cases, the annual total may be less than 100%.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |  |
| Teaching |  |  |  |  |  |  |
| Research |  |  |  |  |  |  |
| Service |  |  |  |  |  |  |
| Extension |  |  |  |  |  |  |
| Clinical |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

###### 3. TEACHING EVALUATIONS

Insert summaries of the past 5 years of course evaluations, by individual course, taken from <https://evaluations.ufl.edu>

**4. Publications**

The citation format is your choice, but entries should contain the information requested. Please include the names of all authors. Include all subcategories and if there are no entries, put “None.” Put EDIS publications in a separate section under “g. Non-refereed Publications.” Indicate that they are peer-reviewed and provide the URL.

Please use the following “key” to indicate author relationships:

Senior/principal author(s) = Underline.

Self = bold

Fellow = f

Graduate Student = g

Other = &

Post-Doctoral Associate/Fellow = p

Resident = r

The following information should be considered when compiling the publication listing:

(1) **Refereed Journals:** A paper is considered “refereed” if it appears in a journal (or proceedings) whose papers are published only after review and acceptance by one or more independent professional expert(s) of national or international standing.

(2) **Refereed Proceedings:** Should be listed as a separate category under Refereed Publications, and the nominee should provide a brief explanation of the review process for the proceedings. This may be entered as a footnote to the publication list.

(3) **Non-refereed Publications:** Materials listed under non-refereed publications should include not only those journal articles which have not been refereed, but also extension publications delivered in print or via electronic format, and electronic bulletins.

(4) When listing publications, please do not use the term “forthcoming.” Use one of the following:

(a) **Accepted:** A publication is defined as accepted if it has been finally accepted for publication by an editorial board or similar entity empowered to authorize publication, and will appear in print in the future.

(b) **In press:** A publication is defined as in press if it has been accepted for publication and has been copy-edited, or otherwise made ready for publication at a date certain.

(5) Graduate students, post-docs, residents, fellows and interns listed as authors should be identified using the key.

(6) Be sure that pagination is listed. If an article is longer than one page, give first and last page numbers.

(7) Media releases are considered “Miscellaneous” publications.

(8) “Reviews” are to be used for reviews you wrote. Reviews of your work, if included, should be listed in Section 7.

(9) Publication citations including words in a foreign language should have the

English translation listed in parentheses.

(10) All publications must appear in one of the categories provided.

(11) Do not include theses and dissertations in the publication listing.

(12) Online publications require a letter from the publisher unless the publication can be accessed via a URL.

Categories:

a. Books, Sole Author (Title, Publisher, Place of Publication, Date, Inclusive Pages)

1. Books, Co-authored (Co-author(s), Title, Publisher, Place of Publication, Date,

Inclusive Pages)

1. Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date,

Inclusive Pages)

1. Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)
2. Monographs (Author, Co-author(s), Title, Series of Volume, if applicable, Publisher, Place of Publication, Date, Inclusive Pages)
3. Refereed Publications (Author, Co-author(s), Title, Name of Journal or Publication, Volume, Date, Inclusive Pages)
4. Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin,

Circular, or other Publication, Volume, Date, Inclusive Pages)

1. Bibliographies/Catalogs (Author, Co-author(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)
2. Abstracts (Author, Co-author(s), Title, Name of Journal or Publication, Volume, Date, Inclusive Pages)
3. Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages)
4. Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive

Pages)

**5. CURRICULUM VITAE**

Limited to five pages