

The University of Texas at El Paso  
College of Health Sciences  
Honors and Awards Committee

**Teaching Excellence Award**<sup>1</sup>

The UTEP College of Health Sciences places an extraordinary emphasis on teaching excellence and innovation and annually recognizes the most dedicated, passionate, creative, and inclusive-minded instructors who significantly and meaningfully contribute to the University's teaching mission.

Teaching Excellence Awards will be disseminated annually provided complete awards packets for fully qualified nominees are received. Teaching excellence awards are disseminated as follows:

- Tenured, Tenure-Track Teaching Excellence Award
- Non-Tenure Track Teaching Excellence Award

Criteria - Nominees should demonstrate:

- Exceptional teaching effectiveness
- Devotion and passion to student success
- Commitment to teaching improvement
- Inclusive and equitable teaching practices

Eligibility

- Full-time faculty appointment within the College of Health Sciences at any rank; tenured, tenure-track, or non-tenure-track.
- Winners of this award will be ineligible to receive this same award for a period of three years.

Application Information

- Exceptional candidates are identified through a nomination process.
- Nominations can be submitted by UTEP faculty, students, or former students (student nominators must have been enrolled in at least one of the faculty's courses and are not currently enrolled in a course instructed by the faculty).
- A faculty member may also self-nominate.
- Questions about the awards process or application materials should be addressed to [CHS.TeachingAward@utep.edu](mailto:CHS.TeachingAward@utep.edu).

Award Timeline

- Apr 15 Award announcement, begin accepting nominations
- Sep 01 Nomination Cover Page and Letter due
- Oct 15 Nominee's Teaching Portfolio Packet due
- Nov 15 Committee completes review of applications, selects awardee(s)
- ~Jan 20 Present awards during CHS beginning-of-semester faculty meeting  
Publicly announce awardee(s) via email and CHS website

### Nomination Cover Page and Letter

- The nominator will provide the following documents as one PDF document to [CHS.TeachingAward@utep.edu](mailto:CHS.TeachingAward@utep.edu) by the due date listed in the award timeline section.
- Nominators are to notify the nominee of nomination to allow the nominee time to prepare their teaching portfolio packet.
- *Cover Page*
  - Follow the Cover Page template found at the end of this document.
  - Relationship of nominator to nominee (e.g., self, peer faculty, staff, supervisor, or student). If a student or former student, include at least 1 course (CRN number, semester & year) in which you were enrolled in the faculty's course.
- *Nomination letter (Serves as Nominee's 1<sup>st</sup> Letter of Support)*
  - Includes the nominee's name, department, or program in which they teach and appointment (Tenure or Non-tenure track). If student nominator, include your major of study and the course(s) completed with the faculty you are nominating.
  - Format: not to exceed 2 pages, margins are 1-inch, font is 12-point Arial font for the entire packet. Include the nominator's signature at bottom.
  - Detail the outstanding character and impact of the nominee's teaching based on the past 1 to 3 years of teaching. Consider including:
    - Evidence of exceptional teaching effectiveness highlighting the instructor's ability to consistently design and implement effective learning environments that encourage student engagement and learning.
    - Evidence of devotion and passion to student success highlighting the impact of the instructor's efforts to engage, inspire and mentor students meaningfully both in and out of the classroom.
    - Evidence of commitment to teaching improvement highlighting the instructor's professional development of self and/or the development of others as educators to improve student learning.
    - Evidence of inclusive practices highlighting the instructor's efforts to create learning environments that recognize the inherent value of all students.

### Nominee's Teaching Portfolio Packet

The nominee will provide the following documents as one PDF document to [CHS.TeachingAward@utep.edu](mailto:CHS.TeachingAward@utep.edu) by the due date listed in the award timeline section.

You may include teaching evidence from the past 1 to 3 years.

- Format for packet: margins are 1-inch, font is 12-point Arial
- Nominee's current CV (2-page version)
- Nominee's teaching philosophy (not to exceed 2 pages)
- 1 Letter of Support from a prior student must be submitted (not to exceed 2 pages) (student not currently enrolled in a course you are teaching)
- Faculty self-nominating must also submit 1 LOS from faculty (not to exceed 2 pages)
- Student Evaluation data (data from prior 1 to 3 years APE course evaluations)
- Representative course syllabus
- Supporting materials (not to exceed 20 pages) that demonstrate impact and outstanding teaching character (e.g., pedagogical innovations, creative impactful learning activities, publication citations related to teaching excellence, student success).

## Teaching Excellence Evaluation Rubric

(Rubric adapted from University of Virginia with their approval - [link](#))

Criteria	Standard and Potential Evidence Sources
Evidence of Outstanding Teaching Effectiveness	<p>Application demonstrates the instructor's ability to consistently design and implement effective learning environments that encourage student engagement and learning. Evidence might include:</p> <ul style="list-style-type: none"> <li>• Demonstrated use of evidence-based pedagogies (e.g., collaborative learning, peer-instruction and feedback, interactive lecturing, writing as inquiry, etc.)</li> <li>• Data on student outcomes or references to products of student learning (e.g., student publications, design projects, awards)</li> <li>• Comments from faculty and students specifically focused on behaviors consistent with high-quality teaching and learning</li> <li>• Employs a variety of teaching tools and mediums to accommodate different learning styles.</li> <li>• High student teaching evaluations (including quantitative and qualitative components) related to teaching and learning effectiveness</li> </ul>
Evidence of devotion and passion to student success	<p>Application demonstrates the instructor's devotion and passion to student success highlighting the impact of the instructor's efforts to engage, inspire and mentor students meaningfully both in and out of the classroom. Evidence might include:</p> <ul style="list-style-type: none"> <li>• Innovative course design elements (e.g., assignments, activities) and varied teaching strategies (e.g., team-based learning, on-line/hybrid, experiential) that increase student engagement</li> <li>• Engagement with students outside of the classroom (e.g., community-engaged teaching; study abroad; professional organizations, sponsorship of student organizations)</li> <li>• Inspirational mentorship to maximize student potential (e.g., formal and informal techniques, develop leadership, advising independent studies/research projects)</li> <li>• Comments from faculty and students specifically focused on passion, innovation, and dedication to student success</li> </ul>
Commitment to teaching improvement	<p>Application demonstrates the instructor's commitment to teaching improvement highlighting the instructor's professional development of self and/or the development of others as educators to improve student learning. Evidence might include:</p> <ul style="list-style-type: none"> <li>• Faculty actions taken to improve teaching based on feedback</li> <li>• Completion of developmental activities to improve one's teaching (e.g., participation in teaching-related events, workshops symposia, courses, learning communities)</li> </ul>

Criteria	Standard and Potential Evidence Sources
	<ul style="list-style-type: none"> <li>• Activities to improve teaching competence of peers or trainees (e.g., mentoring, providing formative feedback, workshops, etc.)</li> <li>• Contributions to pedagogy (e.g., participation in pedagogical conferences, publications or presentations related to the instructor's own studies on their teaching or students' learning)</li> <li>• Continual improvement in student evaluations</li> </ul>
Evidence of Inclusive and Equitable Practices	<p>Application includes evidence demonstrating the instructor's inclusive and equitable practices to create learning environments that recognize the contributions and inherent value of all students. Evidence might include:</p> <ul style="list-style-type: none"> <li>• Activities designed to promote inclusion of traditionally underrepresented or marginalized groups (e.g., mentorship, small group discussions, serving on associated committees)</li> <li>• Course materials, including syllabi, that explicitly attend to inclusion and equity (e.g., diverse authors, accessible materials, discussion ground rules, support services, accessibility statements)</li> <li>• Development of or participation in activities focused on inclusive and equitable teaching (e.g., attending or presenting at workshops, conferences, etc. focused on inclusive and equitable teaching)</li> <li>• Comments from faculty and student specifically focused on inclusion and equity</li> <li>• Data on student outcomes, if available (e.g., inclusive excellence seen in course performance across different student groups, progression of diverse groups of students to the next course in the sequence)</li> </ul>

#### Teaching Awards Selection Committee

- Award recipients are chosen by representative minimum 3-member committee.
- Committee comprised of volunteers with the goal of 1 student from within CHS and 2 UTEP faculty.
- Members assess applications using a whole person holistic approach and a pre-established rubric based on a variety of criteria.
- Committee members may recuse themselves from reviewing an application if they feel bias may impact their scoring. In this event, the applicant score will be the average of two rather than three scores.
- Members comprising this committee are maintained internally by the Honors and Awards Committee and not published externally.

1. This award guide was adapted, with permission, from The University of Virginia Teaching Awards published at <https://provost.virginia.edu/subsite/awards/teaching-awards>. Accessed January 23, 2022

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**Teaching Excellence Award Cover Page**

UTEP College of Health Sciences places an extraordinary emphasis on teaching excellence and innovation and annually recognizes the most dedicated, passionate, creative, and inclusive-minded instructors who significantly and meaningfully contribute to the University’s teaching mission.

**Due by: September 1<sup>st</sup>, Annually.** Email one PDF document titled ‘nominee\_lastname.pdf’ that includes this cover page and the completed Nomination Letter to [CHS.TeachingAward@utep.edu](mailto:CHS.TeachingAward@utep.edu). **Note.** The nominees Teaching Portfolio Packet will be submitted by nominee as a separate single \*.PDF document to above email address.

Please retain a completed copy of your submission for your files.

**Complete the requested information below.**

**Application (check one):**

	Tenured, Tenure Track Faculty Teaching Excellence Award
	Non-Tenure Track Faculty Teaching Excellence Award

**1. Nominee Information**

Nominee’s Name	
Title(s) / Rank(s)	
Department/Program	
Email	
Phone	

**2. Nominator Information**

Name			
Title(s) / Rank(s)			
Relationship to Nominee	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
Email			
Phone			

\_\_\_\_\_  
Nominator Printed Name

\_\_\_\_\_  
Nominator Signature & Date

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Dept Chair/Supervisor Printed Name

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Dept Chair/Supervisor Signature & Date