**COLLEGE OF AGRICULTURE AND LIFE SCIENCES**

**THE UNIVERSITY OF ARIZONA**

**THE BART CARDON**

 **SUSTAINED EXCELLENCE IN TEACHING AWARD
APPLICATION/NOMINATION FORM**

Please note: All non-winning nominees’ applications will be held over and remain eligible for additional year. All nominees will be given the opportunity to update their application before review.

1. Please provide the following information:

A. Today’s Date

B. Nominee's Name, Title, and School/Department, Campus Address, Telephone Number, Email Address

C. Nominee's Degrees (include date and major)

D. Nominator's Name, Title and School/Department, Campus Address, Telephone Number, Email Address

1. Nominee’s Appointment: (% instruction)
2. Formal Instruction

A. Teaching Quality Assessment

The degree to which the nominee clearly demonstrates recent excellence in teaching, as indicated by formal student and peer evaluations. Include reference to any awards and honors related to teaching.

Please send the **summary section only** from teacher course evaluation forms for all formal courses and seminars taught in the past four years. **This is the TCE comparison report statistics for the overall teaching effectiveness. Please do not regraph. If including student comments, only one page will be accepted.**

B. Philosophy of Teaching and Teaching Methodology

1. This section should provide a succinct account of the nominee’s philosophy on teaching and advising, what the rewards of teaching and advising are for the nominee, what problems may have been encountered and what improvements may have been made.

2. Courses initiated, developed and presently being taught. (Include date, reason for initiation, and focus of development or innovations). This should include a brief history of all courses taught at the University.

3. Describe innovative practices other than course development.

C. Service to the Teaching Profession

The degree to which the nominee provides leadership in promoting outstanding teaching at the college, departmental, university, regional and national levels. Consideration will be given to committee activity, publication, grants received, presentation and recognition.

1. Describe curriculum development committee activities (University, College, Department)

2. Community Instructional Activities/Committees (e.g. high schools, community colleges)

3. Teaching Awards and Teaching Grants

4. Instruction Related Publications

5. List Professional and Honorary Societies (memberships, activities, offices)

D. Service to Students: Research Education/Graduate Academic Advising

The degree to which the nominee has an exemplary record of student service through such activities as academic and career advising, mentoring, supervising internships, placement of graduates, sponsorship of student association, graduate committee service, etc.

1. Service on graduate student committees for whom you were NOT the major advisor (5 year period). List the year, student's name and whether M.S. or Ph.D.

2. Thesis/Dissertation Committee Chair and/or Major Advisor (5 year period). List the Student's name, topic, date and whether M.S. or Ph.D.

3. List any other research consultation with students not included above.

4. Undergraduate Academic Advising (5-year period). List the year and number of undergraduate advisees for the past one to five year period.

E. Professional Growth and Competencies Development

1. Give the teaching history of all of the formal courses you have taught or are currently teaching at The University.

2. List and describe informal courses (e.g. workshops, internships, continuing education) taught in the past five years. Include events, dates and audience level.

3. List community organizations and student clubs involving advising, directing or instruction in the past five years, including dates, position and responsibilities (e.g. 4-H, FFA, student clubs within the College or University)

4. List public speaking engagements for the past two years (e.g. Invited Speaker, Career Day Speaker, etc.).

**SUBMISSION OF MATERIALS**

The original plus three copies of the nomination materials, (**four (4) total)** should be stapled or held together with a sturdy clip. Do not use loose leaf notebooks or three-ring binders. Bulky additional materials such as books, reprints, CDs, disks, or videotapes will not be accepted.

**All material submitted must be in order:**

1. **One Recommendation Letter** - from the administrative head or faculty member of the nominee's department or school within the College of Agriculture and Life Sciences.

2. **One Letter of Support** – from a faculty member

3. **One Letter of Support** - from a student or student organization in the College of Agriculture and Life Sciences.

4. **Completed Nomination Form**.

**Do not submit unsolicited letters or other materials.**

The selection committee will only read one letter from each category as listed.

**Incomplete packets will not be reviewed.**

**DEADLINE: noon on Wednesday, September 23, 2015**

**Send the original plus three copies of the nomination materials, (four (4) total)** to Joy Winzerling, Bart Cardon Associate Dean, Career & Academic Services Office, Forbes Building, Room 211, P.O. Box 210036, Campus Mail.

Questions regarding the guidelines, nomination process or event may be directed to Elaine Marchello, evm@email.arizona.edu, 520-626-3631.

Revised 07/22/2014