

JEROME KRIVANEK DISTINGUISHED TEACHER AWARD**Nomination Guidelines**

1. Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons who are full-time continuing faculty (including Instructors and Librarians) for the USF for the Distinguished Teacher Award.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chairperson of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines.

The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.

3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support teaching strength. Such evidence should include student and peer evaluations, personally prepared teaching and drill aids, course syllabi, statements of teaching philosophy, descriptions of teaching techniques, histories of the accomplishments of former students, and other material that will assist the committee in evaluating the contributions of the nominee to the originality, creativity, technical proficiency, enhancement of teaching, training, and learning of students at the University.
4. Although performance during the entire career of the nominee is considered, recent work at USF will be dominant in the evaluation. Everyone will be considered upon their individual merits as documented by the nomination and supporting information provided.
5. Candidates may be renominated in subsequent years. Repeated awards for Distinguished Teacher will be given only under highly unusual circumstances.
6. Decisions by the committee will be transmitted as recommendations to the Provost and President for their action. No award will be considered final and official until it is formally announced by the President of the University.

DOCUMENT PREPARATION

Check list for JEROME KRIVANEK DISTINGUISHED TEACHER AWARD Nomination

Any member of the University of South Florida community (including self-nominations) may submit documented nominations of persons who are full-time continuing faculty (including Instructors and Librarians) for the USF for the Distinguished Teacher Award.

The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document.

- ___ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
- ___ Table of Contents
- ___ Recommendations from the appropriate Chairs/Deans
- ___ Curriculum vitae
- ___ Student and peer evaluations; Limit 1 page
- ___ Personally prepared teaching and drill aids including the number of published textbooks, sales record if known, use of innovative technology; Maximum 5 pages
- ___ Statements of teaching philosophy; Limit 1 page
- ___ Description of teaching techniques; Limit 1 page
- ___ Histories of the accomplishments of former students; Limit 2 pages

APPENDIX

- ___ Course syllabi
- ___ Peer evaluations
- ___ Student evaluations
- ___ Other materials that are relevant and will assist the Council in evaluating the contributions of the candidate.

Submission format:

- ___ Electronic file in Portable Document Format (pdf) Limit 12 MB

Submitted by: _____ Date: _____

Date of adoption: 08/81; Date of last revision: 11/93; 10/01; 04/08; 09/10; 05/21

JEROME KRIVANEK DISTINGUISHED TEACHER AWARD

EVALUATION RUBRIC

For use by the Honors and Awards Council

	4 OUTSTANDING	3 SUPERIOR	2 VERY GOOD	1 GOOD
ORIGINALITY AND CREATIVITY IN TEACHING				
STUDENT ACCOMPLISHMENTS				
BROADER GLOBAL IMPACT OF TEACHING				
SIGNIFICANT ACHIEVEMENT DURING ENTIRE CAREER				
SIGNIFICANT ACHIEVEMENT IN RECENT YEARS WHILE AT USF				