

Distinguished Teaching Award (DTA) 2023

Initial Nomination Guidelines and Procedures - October 5, 2022 Deadline

Overview of the Award

The DTA recognizes individual faculty for sustained excellence in teaching. Beyond an individual exemplary class, such sustained excellence in teaching incites intellectual curiosity in students, inspires colleagues, and makes students aware of significant relationships between the academy and the world at large. Recipients receive a cash award from campus and recognition by the Academic Senate. They are honored at a public ceremony, and are permanently indicated as Distinguished Teachers in the UC Berkeley catalog. Distinguished Teachers are often called upon by campus to provide a voice in teaching-related issues.

Eligibility

All members of the Academic Senate and non-Senate faculty/instructors with continuing appointments are eligible, with the following additional requirements:

- A. Nominees must have **at least 8 semesters in residence** at the time of nomination. The current fall semester does not count towards this requirement.
- B. While long years of service are neither necessary nor sufficient for recognition, nominees typically have **taught at least 6 regularly scheduled courses** (or at least 4 such courses in the case of fulfilling a double course load within the department, e.g., large enrollment courses) **in the last 8 semesters in residence**. [However, if the nominee has been on Active Service-Modified Duties (ASMD) status in the last 8 semesters in residence, the review period can be extended by the length of the ASMD period (e.g. 2 semesters).]
- C. **Only one candidate should be nominated by a department** in any year. A candidate with a joint appointment may be nominated by one department, with the consent of the other departments with which the candidate is affiliated.
- D. Nominees must be **available** in either late fall 2022 or early spring 2023 for classroom observations that will occur if they are selected as a Stage 2 finalist.

Selection Criteria¹

In general, all Distinguished Teachers will excel in each of the following areas:

- Effective design and redesign of courses;
- Ability to engage and inspire in students independent and original thinking;
- Enthusiasm and vitality in learning and teaching;
- Creating inclusive classrooms and supportive environments for all students.

In addition, the following criteria may apply, recognizing that nominees teach a variety of sizes of class, undergraduates/graduate students, and may not be Academic Senate members:

- Active involvement in and guidance of student research projects;
- Advising students with attention and care;
- Mentorship and supervision of GSIs that facilitates effective teaching;

¹ The Committee on Teaching draws criteria from a number of sources, including but not limited to the [University of California Academic Personnel Manual, Section D, Criteria for Appointment, Promotion, and Appraisal](#), and the [Committee on Teaching's policy on the Evaluation of Teaching for Advancement and Promotion](#).

- For Academic Senate faculty, excellence in creative and scholarly work, and evidence that the nominee’s excellence in teaching and research go hand in hand;
- For non-Senate faculty, contributions to the teaching mission of the University.

Nomination Materials Required for “Stage 1” - Deadline, October 5, 2022

To nominate someone in your department, please have the department chair, teaching dean, or administrator in a similar role² email teaching@berkeley.edu with the subject “DTA Nomination.” Upon receipt of the email, a bDrive folder will be created and shared with the department contact person/s. Templates for the charts requested below are attached as an appendix and blank forms will also be provided in the bDrive folder. All other requested material should be uploaded to the bDrive folder.

- A. *Nomination letter.*** This letter should, in 2000 words or less, describe how the nominee excels in the criteria above. The letter carries significant weight with the Committee and is the most important document to be submitted. This is your opportunity to explain the nominee’s superlative classroom teaching methods and teaching service to the department and campus, and to preempt any potential perceived weaknesses in the file. In the event of a repeat nomination, the letter should explain improvements or changes.
- B. *Chronological list of courses taught in last 8 semesters in residence.***
- C. *Quantitative evaluation scores and department averages for the 8 courses listed in (B).*** The COT recognizes that such scores are an imperfect measure of teaching effectiveness, and considers them as part of a holistic assessment of the nominee’s materials.
- D. *Raw evaluations (student comments) for 2 courses in the last 4 semesters in residence.*** Submit in PDF format. You may, if desired, submit an additional one-page document if you feel the need to flag or explain any student evaluation(s) you view as inappropriate for consideration (e.g., inappropriate ad hominem attacks).
- E. *Teaching schedule for 2022-23,*** to confirm the possibility of class observations.

Please do not inform the candidate they have been nominated. If a nominee is selected as a finalist (see below), the nominator and candidate will be notified immediately.

Overview of Process After Submission of Stage 1 Materials

The COT will review “Stage 1” materials and, by early November, select finalists for “Stage 2.” Finalists and their nominators will be asked to submit additional materials, including: class materials, a 1,000 word teaching statement, CV, list of teaching activities outside the classroom, letters of support from students and colleagues, additional evaluations, and a grade distribution chart. Stage 2 materials and templates are available in the [DTA Stage 2 Guidelines](#) document but need not be submitted until February 1, 2023. In early March, the COT will select DTA recipients (typically 4-5) from the Stage 2 finalists, to be recognized at an award ceremony in late April.

Please email the COT at teaching@berkeley.edu with any questions. We look forward to your submission!

² While the nomination must be approved and submitted by an appropriate official, *it may be initiated by anyone in a department, including students.*

APPENDIX - TEMPLATE FORMS FOR STAGE 1 MATERIALS

Chronological List of Courses Taught

Nominee:

List all courses taught during the last eight semesters in residence. Does not include current semester.

Course Number	Title	Semester and Year	Enrollment

Quantitative Summary and Comparison

Nominee:

Quantitative Summary and Comparison: all courses in the last eight semesters of residence. The average score to be entered is the score on the one campus-wide question: **“Considering both the limitations and the possibilities of the subject matter and course, how would you rate the overall teaching effectiveness of the instructor?”** The scale is 1-7.

Course number	year	enrollment	# of evals returned	nominee average	dept average for relevant semester

Teaching Schedule 2022-23

Nominee:

Fall 2022 Schedule

Course Number	Title	Day and time	Room

Spring 2023 Schedule

Course Number	Title	Day and time	Room