

Distinguished Teaching Award (DTA) 2024

Nomination Guidelines and Procedures

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 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. The 8 semesters are typically, but need not be, consecutive.
- 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 nominee from each department* will be considered 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. Note this means that the Committee on Teaching (COT) will reach out to departments if there is more than one Stage 1 nomination from a department, so the department can choose which candidate to support.
- D. Nominees must be *available* in either late fall 2023 or early spring 2024 for classroom observations that will occur if they are selected as a Stage 3 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;

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](#).

- 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;
 - 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.
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STAGE 1

Step 1: Initial Google Form Nomination - Due September 15, 2023

Anyone on campus – student, staff, faculty – can nominate someone by filling out the [2024 UC Berkeley Distinguished Teaching Award Stage 1 Nomination Form](#) by **September 15, 2023**.

The form asks for identifying information about the nominator and nominee, basic information about eligibility (if known), and a 300-maximum-word description of why the nominee should receive the DTA (with the criteria for the award, which are listed in the form, in mind).

Step 2: Confirm Eligibility and Review Evaluations - Due September 29, 2023

For each nominee, the Committee on Teaching (COT) with the help of the Center for Teaching and Learning (CTL) will collect the following additional information from departments **by September 29, 2023**:

1. Identify which nominations, if any, are duplicates;
2. For departments with more than one nominee, ask the department to choose only one nominee to support this year.
3. For each nominee, ensure that they meet the eligibility criteria listed above.
4. Ask the department for the nominee's overall effectiveness evaluation scores, departmental averages, and course name and enrollment for the last 2 classes taught by the nominee.

Once this additional information is collected by **September 29**, COT members will review and rank each nomination on each applicable selection criterion listed above and select the Stage 2 semi-finalists.²

² Rubric score categories will not be weighted, though if feasible the scores will be normalized to account for different averages of different scorers. Scores will be used as a starting point for the COT discussion but need not bind the committee in choosing semi-finalists.

STAGE 2

Step 1: Additional Information from Department - due October 27, 2023

The departments whose nominee is selected as a Stage 2 semi-finalists will be notified in early October 2023. For each semi-finalist, COT will ask departments to submit the following additional information **by October 27, 2023**:

- 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 the last 8 semesters in residence.* If the nominee does not have 8 consecutive semesters in residence, the department should explain any breaks in teaching.
- 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 2023-24,* 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, the nominator and candidate will be notified.

Step 2: Review Stage 2 Materials

COT members will review each semi-finalist, again using a rubric on each applicable selection criterion listed above. COT will meet in early November to select the Stage 3 finalists.³

STAGE 3

Each of the Stage 3 finalists will be notified of their finalist status in mid November, no later than the Thanksgiving holiday break.

³ Rubric score categories will not be weighted, though if feasible the scores will be normalized to account for different averages of different scorers. Scores will be used as a starting point for the COT discussion but need not bind the committee in choosing finalists.

For any finalists who are **teaching in Fall 2023 but not Spring 2024**, COT members will schedule observations of their classes in the remaining time in the fall semester.

Step 1: Additional materials from nominee and department - Due February 1, 2024

All finalists and their departments will be asked to submit the following additional materials by **February 1, 2024**:

1. The COT will share a link to an online “bDrive” folder labeled with the finalist’s name and department with the department liaison. The folder will only be viewable to the department liaison and to COT members; the department will have editing rights. For your convenience, the folder will already have provided templates for identified materials below.

2. The department should fill out or upload the following to the bDrive folder:

a. **Grade Distribution Chart (provided template)**: Grade distribution from 4 courses (the 2 courses with raw evaluations from Stage 2, plus 2 additional courses in the most recent 4 semesters of residence (this can include Fall 2023 if desired).

b. **Raw Student Evaluations (as a PDF or .zip file)**: Raw (including written responses) student evaluations from the additional 2 courses in the Grade Distribution Chart above. (*Note: The COT has included 1 google doc in each folder titled "SET comments" (Student Evaluations of Teaching). If desired, the department can use this optional document to mark any student comments that may be inappropriate or overtly biased.)

c. **Letters of Support (upload separately)**: No more than 3 total, including 2 letters from current or former students or GSIs (if the nominee teaches both undergraduates and graduate students, ideally there should be one of each) and 1 letter from a colleague (campus or off-campus), ideally someone who has seen the candidate teach. No letters longer than 1,000 words should be submitted.

d. **Materials to be completed by the finalist (upload separately)**. The department should alert the candidate that they need to submit the following to the department for uploading. The department should then upload these materials to the bDrive folder:

i. **Reflective Statement**: A reflective statement by the candidate of teaching goals, objectives, and experiences, not to exceed 1,000 words.

ii. **Curriculum Vitae**.

iii. **Teaching Responsibilities Outside the Classroom (provided template)**: List of teaching responsibilities outside the classroom.

iv. **Class Materials (upload separately)**: Class materials for any 1 of the 4 courses for which evaluations have been submitted. Materials might include syllabi, handouts, tests, assignments, and so on (please submit no more than 50 pages, and fewer is fine). If these materials are available on a website, or through bCourses, please provide the link.

3. The department should ensure that the finalist is notified of the date of the Distinguished Teaching Award Ceremony in late April (the COT will notify the department of the date as soon as possible) and can attend if chosen as a recipient.

Step 2: Review Stage 3 materials

COT members (in groups of 2) will be visiting finalists' classrooms to observe no later than the first week of March 2024. Observers will be basing their classroom reviews on how the award criteria listed above are manifest in the classroom (e.g., how effective design of the course, development of critical thinking skills, inclusiveness, and enthusiasm are all translated into, or evident in, the classroom itself). COT members will also review the additional written materials provided by the nominee and departments.

Based on this review, COT will select up to 5 award recipients from the finalists in early March. Selection will again be based on a non-weighted rubric using the criteria above, based on each finalist's entire portfolio and classroom observations.

The COT will then submit the names of their nominees to DIVCO for approval by the Academic Senate. Award recipients will be announced to the campus in mid March 2024 and will be celebrated at a ceremony near the end of April 2024.

Please direct any questions or concerns to Andrea Roth, 2023-24 Chair of the Committee on Teaching, at aroth@law.berkeley.edu, or to the Center for Teaching and Learning at teaching@berkeley.edu.

Thank you for your interest in celebrating distinguished teaching at Berkeley!