



## **Distinguished Teaching Award 2019 Nomination Guidelines and Procedures**

Committee on Teaching  
Berkeley Division of the Academic Senate  
University of California

### **Purpose of the award**

The Distinguished Teaching Award is intended to recognize individual faculty for sustained performance of excellence in teaching. Above and beyond an individual exemplary class, such sustained excellence in teaching incites intellectual curiosity in students, inspires departmental colleagues, and makes students aware of significant relationships between the academy and the world at large.

### **Nature of the Award**

Recipients of the Distinguished Teaching Award receive a cash award from the campus and recognition by the Academic Senate. They are honored at a public ceremony, and they are permanently indicated as Distinguished Teachers in the UC Berkeley catalog. Distinguished Teachers are frequently called upon by the campus to provide a voice in issues related to teaching. They serve on forums, panels, and committees involving teaching issues, and they are advocates for excellence in teaching at Berkeley.

### **Eligibility**

All members of the Academic Senate and non-Senate faculty/instructors with continuing appointments are eligible.

- A. The intent of the Distinguished Teaching Award is to recognize faculty members who have established a sustained and varied record of teaching excellence. At minimum, nominees must have at least eight semesters in residence at the time of nomination. The current fall semester does not count towards this requirement. In general, it is expected that the nominee has taught at least six regularly scheduled courses (or at least four regularly scheduled courses in the case they fulfill a double course load within the department, e.g., some large enrollment courses) in the last eight semesters in residence. Less than six courses (or four double-load courses) during this period would not provide sufficient evidence for the Committee on Teaching (COT) to review in the selection process. However, if the nominee has been on Active Service-Modified Duties (ASMD) status in the last eight semesters in residence, the minimum number of courses could be met in a review period extended by the number of ASMD semesters. For example, if a nominee was on ASMD status for a year in the last eight semesters, the department could use ten semesters for the six courses (or four double-load courses) requirement. Evidence of accomplishment does not necessarily require long years of service, which in themselves would not be considered sufficient grounds for recognition.
- B. The Committee on Teaching believes that excellence in teaching and excellence in creative and scholarly work—both essential duties of Senate faculty members—go hand in hand. Therefore, Senate faculty members who are nominated will be those who have successfully united these two roles.
- C. Lecturers are judged on their excellence in teaching and their contributions to the teaching mission of the University.

D. Part of the selection process involves classroom visits by members of the Committee on Teaching. **All nominees must therefore be scheduled to teach during the Spring 2019 semester; if not, then the Committee cannot accept the nomination.**

E. Only one candidate should be nominated by a department in any year.

### Selection criteria

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 (Spring 1987).

*Criteria for Teaching Excellence  
(to be considered where applicable)*

In general, Distinguished Teachers will excel in 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.
- Active involvement in and guidance of student research projects, both undergraduate and graduate.
- Advising students with personal attention and care.
- Mentorship and supervision of Graduate Student Instructors (GSIs) that facilitates effective teaching.

### Nomination Process

The nomination process is divided into two stages. In the first stage, a limited amount of information is required. Those candidates recommended for Stage Two will be asked to submit more substantial information. The Committee seeks evidence from a wide variety of sources, detailed below

<b>Stage One</b>	<b>Deadline: Wednesday, October 10, 2018</b>
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Material provided by the department and summarized in Stage One Submission Checklist on page 4.

Please note that it is the requirement of the Committee that ***a candidate not be informed of a Stage One nomination.*** The Committee wishes to minimize the number of candidates who pass nearly a whole academic year in anticipation of an award that may not be conferred. When a nominee is forwarded to Stage Two, the nominator informs the candidate. While the nomination needs to be approved and submitted by the department chair, vice-chair for instruction, or other appropriate official, *the nomination itself may be initiated by anyone in a department, including students.*

After reviewing the nominations from Stage One, the Committee on Teaching will select nominees for further consideration. Nominating departments will be notified before the end of the Fall Semester as to the status of their nomination.

**Stage Two****Deadline: Wednesday, February 6, 2019**

Material provided by the nominee and the department and summarized in Stage Two Submission Checklist on page 9.

## **SUBMISSION INSTRUCTIONS:**

1. The department member/s who will be completing and submitting the required materials for each stage should first email [teaching@berkeley.edu](mailto:teaching@berkeley.edu) with “DTA nomination” in the subject line. The content of the email should include the full name, title and department affiliation of the nominee.
2. Upon receipt of the email, a bDrive folder will be created and shared with the department contact person/s. The folder will be labeled based on the last name and department of the nominee. The folder will only be able to be viewed by members of the COT (after the stage deadlines) and the individual department contact person/s. Only the department contact person/s will have editing rights in the folder.
3. In order to simplify the nomination process for both the department and the Committee, we have provided a number of forms that can be used to provide the information requested. All blank forms for each stage will be pre-loaded into the folder as GoogleDocs, and should be filled out online by the department contact person/s.
4. All other requested materials should be uploaded into the folder. Raw student evaluations will likely need to be uploaded as a .zip file.
5. After each stage deadline, department contact persons’ access will be removed from the folder, and subsequently only COT members will be able to view the materials. Department contact persons may revise, change, and edit materials uploaded, and GoogleDoc forms filled out, up to the stated deadlines for each stage.

Please feel free to contact [teaching@berkeley.edu](mailto:teaching@berkeley.edu), with “DTA” in the subject line if you have questions.

## Stage One Submission Checklist    Deadline: Wednesday, October 10, 2018

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**Materials should be submitted to the DTA bDrive folder designated for the nominee.**

(All forms can be completed online in the DTA bDrive folder).

- a. Nominating Letter: No more than 2000 words, from the department chair or head of the departmental committee on teaching, etc. This letter carries a great deal of weight in the Stage One nomination. It will show, among other things, how the nominee clearly rises above otherwise good teaching in the department, how the nominee's research and teaching work together, and how students respond to the teaching. Please see Criteria for Teaching Excellence for some guidance.
  
- b. Chronological List of Courses Taught: Table containing a chronological list of all courses taught during the last eight semesters in residence.
  
- c. Quantitative Summary and Comparison: Quantitative summary and comparison of student evaluations of those courses listed in (b).
  
- d. Grade Distribution Chart: Grade distribution charts for any two courses offered in the most recent four semesters in residence.
  
- e. Raw Student Evaluations: Raw student evaluations gathered for the same two courses in (d). Do not submit summary data, but rather the evaluations themselves with student comments.
  
- f. Teaching Schedule: Nominee's fall 2018 and spring 2019 "*Teaching Schedule*." Members of the Committee on Teaching will observe classes of those nominees advanced to Stage Two and may visit in late fall if time permits.

\*Note: While not a required component of the dossier, the COT has included one document in each dossier folder titled "SET comments" (Student Evaluations of Teaching). This document is to be used by the department nominator to mark any student comments on SETs that may be deemed inappropriate or overtly biased. The COT would like to be notified of these and will consider them in their overall review of dossier materials.





**Stage One**  
**d. Grade Distribution Charts**

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Nominee: \_\_\_\_\_

Grade Distribution Charts for two courses in the last four semesters. These should be the same courses as the raw student evaluations.

**Course 1**

Number \_\_\_\_\_

Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

Other instructor, if team taught  
 \_\_\_\_\_

**Course 2**

Number \_\_\_\_\_

Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

Other instructor, if team taught  
 \_\_\_\_\_

Grade	Number Awarded
A+	
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	
F	
P	
I	
Total Enrollment:	

Grade	Number Awarded
A+	
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	
F	
P	
I	
Total Enrollment:	

**Stage One**  
**f. Teaching Schedule**

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Nominee: \_\_\_\_\_

Fall 2018 Schedule

Course Number	Title	Day and time	Room

Spring 2019 Schedule

Course Number	Title	Day and time	Room

## Stage Two Submission Checklist    Deadline: Wednesday, February 6, 2019

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**Materials should be submitted to the designated DTA bDrive folder.**

(All forms can be completed online in the DTA bDrive folder).

### **TO BE COMPLETED BY NOMINEE:**

- a. Reflective Statement: A reflective statement by the candidate of teaching goals, objectives, and experiences, not to exceed 1,000 words.
- b. Candidate's Curriculum Vitae.
- c. Teaching Responsibilities Outside the Classroom: List of teaching responsibilities outside the classroom. Use online form "*Teaching Responsibilities Outside the Classroom*."

### **TO BE COMPLETED BY NOMINATING DEPARTMENT:**

Evaluations and spreadsheets (table/form) for two courses were submitted in Stage One. In Stage Two, evaluations and charts for two *additional* courses should be submitted, as follows:

- d. Grade Distribution Chart: Grade distribution table/form from two additional courses in the most recent four semesters of residence (Information for the fall semester following the nomination may be considered). Use online form "*Grade Distribution*" *Spreadsheet*.
- e. Raw Student Evaluations: Raw (including the written responses) student evaluations from the courses in Grade Distribution Chart form (d). Scanned documents should be of excellent clarity.
- f. Letters of Support: No more than eight total, including at least three (3) from current or former undergraduates; at least two (2) from current or former graduate students (including GSIs); and at least one (1) from a colleague (campus or off-campus), ideally someone who has recently observed the candidate's class. No letters longer than 1,000 words should be submitted.
- g. Class Materials: Class materials for any one of the four courses for which evaluations have been submitted. Materials might include syllabi, handouts, tests, assignments, and so on. If these materials are available on a website, or through bCourses, please provide the link.

\*Note: While not a required component of the dossier, the COT has included one document in each dossier folder titled "SET comments" (Student Evaluations of Teaching). This document is to be used by the department nominator to mark any student comments on SETs that may be deemed inappropriate or overtly biased. The COT would like to be notified of these and will consider them in their overall review of dossier materials.

**Distinguished Teaching Award Ceremony**

UC Berkeley's distinguished teachers are honored in a public ceremony to recognize their achievements. The Ceremony will be held in late-April. Nominee's schedules must be free for the date.

## Stage Two

### c. Teaching Responsibilities Outside the Classroom

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Nominee: \_\_\_\_\_

Please include all teaching-related activities for the last eight semesters in residence.

- I. Administrative assignments (chair, dean, director, etc.):
  
- II. Department and College Committees (e.g., dept curriculum cmte):
  
- III. University and Senate Committees:
  
- IV. Master's theses and doctoral dissertations—chair or committee member (please specify):
  
- V. Qualifying examinations/qualifying papers—reader, chair, etc. (please specify):
  
- VI. Undergraduate research projects supervised (not as part of regular assignments in classes):
  
- VII. Other advising/mentoring activities (please include number of advisees/mentees):
  
- VIII. Other:

**Stage Two**  
**d. Grade Distribution Charts**

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Nominee: \_\_\_\_\_

Grade Distribution Charts for two additional courses in the last four semesters. Information for the fall semester following the nomination may be considered. Courses listed on this form should be the same as those for which the raw student evaluations have been included in Stage Two.

**Course 1**

Number \_\_\_\_\_

Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

Other instructor, if team taught  
 \_\_\_\_\_

**Course 2**

Number \_\_\_\_\_

Name \_\_\_\_\_

Semester/Year \_\_\_\_\_

Other instructor, if team taught  
 \_\_\_\_\_

Grade	Number Awarded
A+	
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	
F	
P	
I	
Total Enrollment:	

Grade	Number Awarded
A+	
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	
F	
P	
I	
Total Enrollment:	