ABOUT THE AWARD

The goal of the UCLA Academic Senate Teaching Award Program, initiated in 1961, is to increase awareness of UCLA's leadership in higher education by honoring those who bring respect and admiration to the profession of teaching. By recognizing faculty members and graduate students for their achievements in teaching, the awards demonstrate that teaching excellence is at the core of UCLA's mission. Furthermore, by highlighting the dedication and accomplishments of our most effective educators, they provide role models for our entire faculty and student body. A list of past awardees can be found on the academic senate web site.

Because great teachers can be found throughout the campus, we encourage all academic units to nominate anyone who teaches undergraduate and/or graduate (including professional) students and meets the program's criteria (see below). For the 2016-2017 academic year, the Academic Senate Committee on Teaching will select awardees in the following three award categories:

**Distinguished Teaching Award**: Six members of the Academic Senate will be awarded $6,000. Included in these awards are the Eby Award for the Art of Teaching, an Award for Distinction in Teaching at the Graduate Level, an Award for Distinction in Undergraduate Research Mentorship, and three additional Distinguished Teaching Awards.

**Distinguished Lecturer Award**: Three non-senate faculty members will be awarded $3,000.

**Distinguished Teaching Assistant Award**: Five teaching assistants will be awarded $2,500. Awardees in this category who advance to doctoral candidacy by the fall quarter of the year in which they receive the award will also receive a $20,000 Dissertation Year Fellowship Award from the UCLA Graduate Division.

All recipients will be honored and receive their award at the annual Andrea L. Rich Night to Honor Teaching Ceremony held in the fall quarter 2017 and hosted by the Chancellor at his residence on campus.
ELIGIBILITY

Nominees may teach at the graduate and/or undergraduate level. All nominees must be actively teaching for at least one quarter during the 2016-2017 academic year.

**Distinguished Teaching Award** nominees must be Academic Senate members at the time of nomination.

**Distinguished Lecturer Award** nominees must be non-senate faculty at the time of nomination.

**Distinguished Teaching Assistant Award** nominees must be continuing UCLA graduate students at the time of nomination.

AWARD CRITERIA

In evaluating distinguished teaching, the Committee on Teaching will take into account a variety of elements. Among the factors that will be considered are: the impact on students; efforts to create a learning environment in which diverse students can succeed; the scholarly approach to teaching (e.g., the use of innovative teaching methods in the classroom; programmatic innovations in the curriculum and the impact of such innovations); the size, number, and diversity of classes taught; involvement in community-linked projects; and teaching ratings.

NOMINATION INSTRUCTIONS

A Department, Interdepartmental Program (IDP), Center for Interdisciplinary Instruction (CII), or other Academic Unit offering regular undergraduate, graduate, or professional instruction may submit one nomination per category for this award. This year’s dates for submissions are:

February 10, 2017— Distinguished Teaching Award (Senate Faculty)

March 10, 2017— Distinguished Teaching Assistant Award

April 7, 2017— Distinguished Lecturer Award (Non-Senate Faculty)

All nominations must be submitted online via the Academic Senate web site. Go to atmysenate.ucla.edu. Login using your UCLA ID. Select the Awards tab. Select Distinguished Teaching Award. Please employ a 12-point font unless you are passing along documents that are difficult to change, and convert all documents to PDF format before uploading.

Dossiers should include the items described in the following sections:
2016-17 UCLA Academic Senate Distinguished Teaching Award

NOMINATION MATERIALS FOR ALL AWARD CATEGORIES

1. REQUIRED: A COVER LETTER FROM THE NOMINATING ACADEMIC UNIT (NO MORE THAN THREE PAGES). This letter should be written by the chair or director of the unit or by the unit’s Teaching Committee with endorsement by the chair or director, and is critical for the committee’s consideration. It should describe as completely as possible what it is that makes the candidate’s teaching distinguished as opposed to good or merely adequate. The letter should serve as a guide or index to the subsequent dossier, guiding the reader to its most important elements (specific comments, letters, and abstracted phrases). Joint nominations should include letters from each nominating unit. If appropriate, the letter should describe why a candidate is to be considered for the undergraduate mentorship award or for citation for distinction in graduate teaching or the art of teaching. Since normal teaching loads vary by department, the letter should include an explanation of how the candidate’s teaching load compares to the department norm.

2. REQUIRED: A TWO-PAGE CURRICULUM VITA. This should be a concise presentation of the nominee’s education, teaching experience, other teaching awards, publications, service, and other significant contributions.

3. REQUIRED: A LIST OF COURSES THE NOMINEE HAS TAUGHT. Please include the course titles, whether the courses were primarily for major or non-majors, required or not, course enrollments, and the average student evaluation scores (indicate the scale used, if not standard). Indicate the number of evaluations on which the student evaluation scores are based (i.e., the response rate). Also include relevant teaching score averages for the Academic Unit in which the particular courses were offered.

4. REQUIRED: A TEACHING STATEMENT (NO MORE THAN THREE PAGES) FROM THE NOMINEE. Nominees may write about anything they deem relevant. Examples include but are not limited to the following: innovative evidence-based teaching approaches used in the classroom (and shared with other teachers); innovative techniques developed to evaluate student learning and provide feedback; courses created or curricula revised; examples of effective advising and mentoring; descriptions of how the learning process extends beyond the classroom; creative ways that research or public service has been used to illuminate teaching; projects or grants related to instruction; and efforts to promote inclusivity in the classroom.

5. REQUIRED: A LIST OF WRITTEN COMMENTS FROM STUDENT EVALUATION FORMS (NO MORE THAN THREE PAGES). Only include the written comments that contain important information not adequately presented elsewhere in the dossier. The comments should be grouped by course section and term.

6. OPTIONAL, BUT ENCOURAGED: UP TO FIVE LETTERS OF SUPPORT (ONE TO TWO PAGES EACH). Care should be taken to solicit letters that are representative of the range of courses taught by the nominee. Letters can come from current and former undergraduate and graduate students, colleagues (such as faculty, teaching assistants, academic deans, etc.), or alumni.

7. OPTIONAL, BUT ENCOURAGED: OTHER SUPPORTING EVIDENCE: Possibilities include course syllabi (maximum three); a textbook authored or co-authored by the nominee.

ADDITIONAL MATERIALS REQUIRED FOR THE UNDERGRADUATE RESEARCH MENTORSHIP AWARD

To be considered for the Undergraduate Research Mentorship Award (one of the six senate faculty Distinguished Teaching Awards), concrete evidence of outstanding undergraduate mentoring must be provided. Examples include the following: names of students mentored in early or advanced undergraduate research (include titles of honors theses); advanced seminars, laboratories, or studio classes in which each student must complete a directed research project; names of students mentored in independent studies (include titles of papers or projects); names of students mentored in the performing arts, visual arts, or engineering design (include titles of papers or projects); a list of publications in which a mentored undergraduate student was an author (student’s name should be displayed in boldface and underlined); a list of presentations (i.e. science abstracts/posters) or performances (i.e. concerts, poetry readings, theater, film, art shows, etc.) given by mentored undergraduate students.

Dossiers lacking any of the required materials, or dossiers missing the endorsement of the unit chair or director will not be considered. Please contact academic senate staff person Eric Wells (ewells@senate.ucla.edu) if you have questions about the nomination or award process.