

GUIDELINES FOR THE DEANS' TEACHING AWARD

Colleges and Schools will develop internal guidelines for the selection process that shall be communicated to the faculty with the call for nominations. AddRan College is eligible to submit two nominees, one each from the Humanities and Social Sciences areas. Each of the other colleges/schools should submit only one nominee.

Requirements for Nomination:

The nominee must have been a full-time faculty member at TCU for a minimum of five years. **The nominee must not have received a Deans' Teaching Award or a Chancellor's Award for Distinguished Teaching within the previous seven years.**

Nominee's Dossier:

The nominee's dossier shall consist of the following **(NO NOTEBOOK, STAPLES, HOLE PUNCHES)**:

- Statement on teaching (not to exceed three pages)
This may include a narration of the nominee's particular dedication to teaching, (also teaching-related activities such as advising and sponsorship of student organizations), teaching innovations, unusual contributions, a summary of SPOT scores, etc.
- Current vita
- Letter of nomination
This letter may be from the unit Chair.
- A maximum of four letters of support
Two letters shall be from TCU faculty colleagues and two from current or former students.

Selection Process:

Nominations from each College or School shall be submitted to the Provost no later than November 10 each year. The Provost will lead a discussion on the merits of each nominee prior to voting by the Deans. For this reason, no letter from the Dean shall be included in the nominee's dossier. All nominees are recognized and three recipients are named at December Commencement.