Academic Affairs Administrative Handbook

Dean’s Award for Teaching

Guidelines for Nomination and Selection
The Deans’ Award for Teaching is one the highest honors bestowed to faculty at the university level. TCU bestows three (3) Deans’ Awards for Teaching annually.

<table>
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<th>Nominees</th>
<th>Timeframe</th>
<th>Selection</th>
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<tr>
<td>AddRan College submits two (2) nominations, 1 each Humanities and Social Sciences. All other school and colleges submit one (1) each.</td>
<td>By March 13 each year, Deans submit nominations electronically as directed by the Provost’s Office.</td>
<td>All academic Deans review nominations and select the three (3) annual honorees to be announced each spring.</td>
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Nomination Process
Colleges and schools will develop internal guidelines for the nomination process, communicated to the faculty with the call for nominations.

Requirements for Nomination
- A full-time tenured or tenure track faculty member at TCU for a minimum of five (5) years.
- Cannot have received the Chancellor’s Award for Distinguished Research or the Deans’ Award for Teaching within the previous seven (7) years.

Submitting Nominations
Submissions will be made electronically as directed by the Provost’s Office, prior to March 13. The nominee’s dossier shall consist of the following:
- Statement on teaching, not to exceed three (3) pages. The statement may include a narration of the nominee’s particular dedication to teaching and 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 (may be from unit chair).
- A maximum of four (4) letters of support: two (2) from TCU faculty colleagues (excluding dean) and two (2) from current or former students.

Selection Process
Nominations from shall be submitted no later than March 13 each year. Deans will engage in a discussion on the merits of each nominee prior to voting for the three (3) honorees. All nominees and honorees are acknowledged.

Revised 11/13/19.
Revision to be submitted to Provost’s Council on 12/4/19.