



## Deans' 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. Each year, TCU deans bestows three Deans' Awards for Teaching for \$2,500 each.

Requirements for Nomination	Timeframe	Selection
<ul style="list-style-type: none"><li>• Must be a full-time faculty member at TCU for a minimum of five years.</li><li>• Cannot have received the Chancellor's Award for Distinguished Achievement as a Creative Teacher-Scholar nor the Deans' Award for Teaching within the previous seven years.</li></ul>	<ul style="list-style-type: none"><li>• Fall - Provost's Office submits the Call for Nominations to all academic deans.</li><li>• Spring - Deans submit nominations, convene to discuss and vote. All nominees and the three winners are announced.</li></ul>	<ul style="list-style-type: none"><li>• All academic deans review nominations, convene and discuss, and then vote on their top three.</li><li>• The Provost's Office tallies votes to determine the three winners.</li></ul>

### Nomination Process

Colleges and schools follow internal guidelines for the nomination process. All schools and colleges may submit one nominee each with the exception of AddRan College for Liberal Arts, which may submit one from Humanities and one from Social Sciences.

### Required Documents Submitted with Nominations

Submissions are made electronically as directed by the Provost's Office and consist of the following for each nominee:

- Nomination Cover Sheet provided by Provost's Office – 1 page
- Letter of nomination (may be from unit chair) – 1 page
- Statement on teaching by nominee - not to exceed 2 pages  
The statement may include a narration of the nominee's dedication to teaching and teaching-related activities such as advising, mentorship, sponsorship of student organizations, teaching innovations, unusual contributions, a summary of SPOT scores, etc.
- Current vita
- Vita highlights or brief bio - 1 page
- A maximum of four letters of support
  - Two from TCU faculty colleagues (excluding dean) – 1 page each
  - Two from current or former students – 1 page each