

# **GUIDELINES FOR THE OUTSTANDING TEACHING AND INSTRUCTIONAL CREATIVITY AWARD (OTICA)**

## **DESCRIPTION**

Two Outstanding Teaching and Instructional Creativity Awards are presented each year in honor and recognition of meritorious and sustained records of excellence in teaching and creativity related to teaching to two full-time faculty members of the University of Nebraska. Both awards may be made to the same campus in a given year.

The recipients are honored at an awards ceremony in the spring and are each awarded \$10,000, an award medallion, and a plaque.

## **ELIGIBILITY**

Faculty members who have served full-time at the University for at least five years are eligible.

Nominees are eligible for three consecutive years and must be resubmitted by the campus each year. At the end of three years, a one-year waiting period is required before a nominee is eligible to be nominated again. Each resubmission should be accompanied by one new letter of support. Self-nominations are acceptable.

An individual who has received the award will be known as a *Distinguished Teacher Ad Perpetuum* and is not eligible for renomination for the award.

In the event of the death of a candidate, eligibility for that deceased candidate will extend only to include the academic year in which he or she died. No eligibility will be carried forward to subsequent years.

## **COMMITTEE and NOMINATIONS**

The first screening of nominations will be done at the campus level. Each Chancellor will establish a campus committee to screen the nominations received. The selection procedure of the screening committee will emphasize the outstanding contributions made by nominees to the institution's teaching mission.

A maximum of twenty nominees may be submitted by the campuses to the Provost's Office for consideration by the University-wide Awards Selection Committee, with the following campus division of nominees: UNK - 4, UNL - 8, UNMC - 4, UNO - 4.

The Provost appoints a University-wide Awards Selection Committee to review the nominations from the campuses and ultimately submit their recommendations to the Provost. This five-member committee consists of faculty nominated by the Academic Vice Chancellors, including two members from UNL and one from each of the other campuses. Members of the Committee serve for two years.

## **NOMINATION MATERIAL REQUIREMENTS**

**Nomination materials must be submitted on a CD in .pdf format to the Chancellor's office by October 26, 2009.**

**1. Completed nomination form.**

**2. Letters from the nominator and the seconder** summarizing and giving specific examples of the nominee's accomplishments in teaching. The nominator and seconder should emphasize the impact of the nominee's accomplishments in motivating students to develop the full range of their intellectual talents. Nominators can be faculty, students, or alumni. No one should serve as nominator or seconder for more than one nominee. A nomination made by a student must be seconded by a full-time faculty member. The student may be assisted in the creation of the nomination by the nominee or other faculty. This assistance may include, for example, providing advice on obtaining letters of recommendation, collecting evaluation instruments, etc., so that the nomination by a student may be competitive.

**3. A one-page statement of the candidate's teaching philosophy.**

**4. A current curriculum vitae of the nominee** (limited to six pages), preferably emphasizing the teaching accomplishments of the nominee.

**5. A summary of student and peer evaluations of the nominee's teaching**, including specific comparative data as evidence indicating that the nominee's teaching is clearly superior to the norm established by his/her peers. Individual student evaluation forms are not to be included. Include questions used to solicit student evaluations.

**6. A condensed description of the nominee's creative activities relating to teaching.** Course syllabi or textbooks are not to be included. The Awards Selection Committee prefers to receive carefully devised nominations without voluminous and repetitive support information.

**7. No more than five letters of support** (preferably written in past three years) from students (current or past) suggested by the nominee who have direct knowledge of and who have been directly impacted by the nominee. Letters from students should include commentary on: 1) the impact of the nominee's teaching activity; and 2) how the nominee compares with other faculty in areas of teaching excellence and creativity.

**8. No more than three letters of support from peer reviewers** (preferably written in past three years) solicited by the nominator about the quality of the nominee's teaching contributions. Letters from peer reviewers should include commentary on: 1) the importance and appropriateness of the nominee's teaching activity for his or her particular field; 2) the impact of the nominee's teaching activity; and 3) the outstanding contributions of the nominee to teaching excellence and instructional creativity. These letters should be sent directly to the OTICA campus screening committee in care of the Office of the Chancellor.

**OUTSTANDING TEACHING AND INSTRUCTIONAL CREATIVITY AWARD**

**By October 26, 2009, send nominations on a CD in .pdf format to:  
OTICA Campus Screening Committee,  
c/o Office of the Chancellor on the respective campus**

**UNK: 1000 Founders Hall 68849  
UNMC:5001 Wittson Hall 68198-6605**

**UNL: 201 Administration Building 68588-0419  
UNO: 201 Eppley Administration Building 68182**

Chancellors will forward their selected campus nominations to the Provost's Office by November 23, 2009.