University Professorships for Undergraduate Teaching Excellence (UPUTE)
2016 Nomination and Submission Guidelines

Description of Awards
The University Professorships for Undergraduate Teaching Excellence (UPUTE) are conferred upon the university’s most distinguished teachers of undergraduates. The faculty members selected to receive past awards have exhibited uncommon excellence and devotion to the education of undergraduate students of Texas A&M University. These professors are not only exceptional classroom teachers, but are also innovators in pedagogy, exploring new teaching methods and seeking engagement with other educators in pursuit of excellence.

The term of the professorship is 3 calendar years (Sept-Aug) with no automatic renewal. Each September during his or her tenure in the professorship, the holder will receive a $5000 annual supplement to their salary, and an annual $5000 bursary which may be used to support the holder’s teaching program and professional development.

Nomination Eligibility
Colleges may submit one nomination each year.

At the time of nomination, candidates for UPUTE must:

- Be tenured
- Hold the rank of Associate Professor or above
- Have at least five years of full-time service to Texas A&M University

Previous holders of the Professorship may be re-nominated by their college, and will count as the allotted nomination for the college. Previous holders will be given equal consideration with other nominees.

Criteria
Successful nominees will exemplify the following:

- Be an innovator in course and curricular design
- Earn excellent reviews for teaching from students and colleagues
- Serve as peer mentor to other teaching faculty
- Contribute to their disciplinary literature on teaching

Recipients of the UPUTE will contribute to ongoing professional development in teaching at TAMU by facilitating, with the support of CTE, campus-wide enrichment opportunities for colleagues.
Nomination Package Contents

The nomination will consist of the following:

- A letter of nomination supporting the granting of an UPUTE professorship to the nominee. The letter should provide evidence of the impact of the nominee’s teaching on Texas A&M’s undergraduate students, a summary and assessment of peer and student evaluations on quality of teaching, evidence/impact of the candidate’s teaching innovation and scholarship throughout the Texas A&M community, and potential for fulfilling expectations associated with the award.
- Biographical Summary—LIMIT: 300 words (one paragraph). This paragraph should provide a concise summary of the nominee’s major achievements. It should include the following:
  - Name of the nominee; current position; number of years employed at Texas A&M; highest degree received
  - Career highlights, including selected awards and honors.
- Candidate statement – LIMIT: one page, single spaced. This statement should include a very brief outline of the candidate’s teaching philosophy and accomplishments, their preliminary plans for using the UPUTE professorship to influence the campus community during the award period, and any ideas they may have for fulfilling the obligations of the professorship.
- A short curriculum vita listing relevant accomplishments. LIMIT – five pages.
- Letters of Endorsement—LIMIT: No more than six letters of endorsement (normally one page each) may be included. These may be from any source – colleagues, students, former students, administrators, etc. Please advise letter writers that the endorsements will be read and evaluated by a range of selection committee members who may or may not be familiar with the nominee’s discipline. So, the significance of the nominee’s accomplishments that are of a specialized or technical nature may need to be explained carefully. Since this is a teaching award, particular attention should be focused on the nominee’s teaching accomplishments and impact.

All nominations forwarded to the Office of the Dean of Faculties must have the approval of the college Dean; however, the Dean is not required to be the author of the nomination letter.

Nomination Submission

Nomination dossiers shall be submitted by the Academic Dean of the College to the Dean of Faculties and Associate Provost. Please submit an electronic copy of each nomination to Megan Smith in the Office of the Dean of Faculties at awardsprograms@tamu.edu. Nominations must be received by 12:00 p.m. on Monday, March 28, 2016.

Review and Selection Process

A committee consisting of full professors assembled by the Dean of Faculties will make recommendations through the Dean of Faculties and Associate Provost to the Provost and Executive Vice President. The Provost has final approval authority. All those involved in the recommendation process will use extremely high standards in their deliberations and in formulating recommendations.

Please contact Megan Smith in the Office of the Dean of Faculties at awardsprograms@tamu.edu or (979) 845-4274 with any questions.