

Provost Outstanding Teacher Awards Document/Information Timeline

INITIAL SUBMISSION:

a one-page nomination letter is sent to nominees' department chair; deadline for department chair to receive the letter is 4 pm Friday, January 30, 2009

FORMAL NOMINATION:

the department chair composes a two-page "formal nomination" letter; the chair has until 4 pm Friday February 13th to email the initial nomination letter & their formal nomination letter to Rita Wilkie rwilkie@email.uky.edu .

SELECTION OF FINALISTS:

The selection committee will choose a maximum of six finalists in each category.

FINALIST NOTIFICATION:

Finalists will be notified late February, and will be asked to work with their chairs to provide the following information, to the email noted above, by the deadline of 4 PM Friday, March 20th.

1. Finalist Information Sheet
2. Curriculum Vitae
3. Philosophy of Teaching (3 pgs max)
4. Single-page summary table:
 - Scores from last 3 years' course evaluations
 - Summary of written comments by students
5. Letter from chair, or director, assessing teaching performance
(the formal nomination letter may be resubmitted for this letter)
6. 4 letters (max.) of 2 pages (max.):
 - 1 Student letter
 - Cohort/staff
 - 3 letters
7. Any additional info (10 pgs max.)