MEMORANDUM

TO: UH Hilo Faculty, Staff and Students

FROM: Matthew Platz
Vice Chancellor for Academic Affairs

SUBJECT: 2017 Excellence in Teaching Awards

October 19, 2016

UH Hilo and the UH System annually honor excellent teachers who are nominated by their colleagues and students for the following three awards:

The Board of Regents (BOR) Award for Excellence in Teaching is presented annually to a UH Hilo full-time tenured or tenure-track faculty member.

The Chancellor's Award for Teaching Excellence is presented annually to a UH Hilo Instructor or Lecturer.

The Frances Davis Award for Excellence in Undergraduate Teaching is presented annually to a UH Hilo Instructor or Assistant Professor faculty member.

As in the past, a student-faculty committee will select the 2017 award recipients. The committee has three faculty members (previous award recipients) and two students (the President of UHHSA and the President of the International Students' Association).

Nominations for these awards may be submitted by UH Hilo students, faculty and staff according to the guidelines indicated on the attached documents. (Please see the nomination form which follows the teaching award descriptions.) Nominators should explain how the nominee meets the specific criteria of the award. Support letters for nominees are most effective if they explain how the nominee exemplifies the award criteria.

Faculty may win each award only once in their career. To see a list of past winners, please go to http://hilo.hawaii.edu/uhh/awards/index.php

Nominations will be accepted until February 1, 2017 and must be submitted electronically to vcaa@hawaii.edu. Please put the words "Teaching Award" and the name of the nominee in the subject line. Be sure to attach the nomination form and supporting statements.

Please participate in this effort to recognize excellent teaching.
**Important Note:**

The Committee has the authority to present or not to present an award in each category in any given year. The awards are not obligatory nor have they been awarded every year.

The Committee may choose not to present an award in a given category in a given year for any appropriate reason. Possible reasons include, but are not limited to, the pool of nominees in a given category may be insufficient to justify such a distinguished award and/or nominee(s) may not yet have demonstrated sustained excellence in teaching. These awards are highly competitive. Many excellent teachers have been nominated several times before being selected.

The Committee reserves the right to consider candidates for any of the three awards for which they qualify by rank, regardless of the award for which they have been nominated.
Teaching Award Criteria

University of Hawai‘i

Board of Regents’ Award for Excellence in Teaching
by a Full-time Tenured or Tenure-track Faculty

Chancellor’s Award for Excellence in Teaching
by a Lecturer or Instructor

Teaching Effectiveness: Evidence that the teacher:
- has the ability to organize, emphasize, and clarify ideas in a manner which promotes student learning and enthusiasm
- is always well-prepared for class
- uses teaching materials and methods effectively and imaginatively
- evaluates student work promptly, fairly and effectively
- promotes understanding of concepts and principles as well as acquisition of information and skills.

Personal Values Beneficial to Students: Evidence that the teacher:
- has a caring attitude toward students and the learning environment
- is enthusiastic about teaching and learning
- is tolerant of different viewpoints
- treats peers and students with respect

Effectiveness as an Academic Advisor: Evidence that the teacher:
- conducts academic advising in an informed and effective way
- acts as a link between the student and the University by assisting students in developing and formulating academic plans and realizing academic goals
- provides or directs students to suitable instructional support services

Subject Mastery and Creativity: Evidence that the teacher:
- demonstrates mastery of the subject matter in courses taught through
  - research projects
  - publications
  - artistic productions
  - musical/dramatic performances
FRANCES DAVIS AWARD FOR EXCELLENCE IN UNDERGRADUATE TEACHING
(Instructor or Assistant Professor)

Description and Criteria

The Frances Davis Award, financed largely by faculty contributions, is a memorial to the late Frances Davis who taught mathematics at Leeward Community College and UH Mānoa for 19 years. Frances Davis was an inspired teacher dedicated to sharing her knowledge of mathematics with undergraduates attending the University of Hawai‘i. The award recognizes recipients for their dedication to teaching, for their demonstrated excellence as teachers, and for their attention to undergraduate students.

The following criteria are used in judging among candidates for the award:

Candidates should be at the Instructor or Assistant Professor rank and should demonstrate a record of dedication to teaching, excellence in the design and instruction of lower division or interdisciplinary undergraduate courses, and service to undergraduate students.

Weighing priorities are as follows:

**HIGHEST:** Demonstrated professional expertise as exhibited in teaching success.

**2nd HIGHEST:** Demonstrated interest and involvement on behalf of students.

**3rd HIGHEST:** Performance as exemplar for students.

Nominations may be made by any faculty member or student at the campus where the Frances Davis Award is to be presented.

Each nomination should be submitted with statements of justification from at least three persons, including at least one student and one faculty colleague. Information on courses the nominee has taught and examples which demonstrate his/her service to students should be included.
Excellence in Teaching Award Nomination Form

Nominations may be made by UH Hilo faculty, staff, and students. Please submit electronically (no hard copies) to the Office of the Vice Chancellor for Academic Awards: vcaa@hawaii.edu. Please put the words "Teaching Award" and the name of the nominee in the subject line. Attachments must include this nomination form and a supporting statement or statements from nominators. Additional supporting statements may be sent forward later, but must be clearly labeled with the name of the nominator and the nominee.

NAME OF NOMINEE   DEPARTMENT   COLLEGE

_________________   __________________   ________________

Award for which this person is being nominated.
You may check all awards for which the candidate is eligible according to rank. The committee reserves the right to consider nominees in all categories for which they are eligible according to rank.

_____ BOR Award for Excellence in Teaching (UH Hilo full time tenured or tenure track faculty)
_____ Chancellor's Award for Excellence in Teaching (UH Hilo Instructor or Lecturer)
_____ Frances Davis Award for Excellence in Undergraduate Teaching (UH Hilo Instructor or Assistant Professor)

NAME OF NOMINATOR 1   DEPT OR MAJOR   PHONE   E-MAIL

NAME OF NOMINATOR 2   DEPT OR MAJOR   PHONE   E-MAIL

NAME OF NOMINATOR 3   DEPT OR MAJOR   PHONE   E-MAIL

Attach a one page statement supporting your nominee.
A single statement may be submitted by all of the nominators or separate statements may be submitted by each nominator. Please be sure to label statements with the nominee's name and the award for which the nomination is being made.

Nominees may be contacted to provide additional information.

Please be sure to submit nominations electronically to vcaa@hawaii.edu. Hard copies will not be accepted.

DEADLINE IS FEBRUARY 1, 2017