### Purpose:
Provide procedure for the nomination of candidates for the President’s Distinguished Faculty Award: Teaching, as required by the University’s nominating procedures.

### Policy:
n/a

### Coverage:
Limited to nomination of candidates for the President’s Distinguished Faculty Award: Teaching.

### Procedure:
When the President of the University requests nominations for the Distinguished Faculty Award in Teaching, each department in the School may nominate one full-time faculty member and one part-time faculty member. Nominees may not have won the award previously. The criteria used for evaluating nominees are presented below.

Nominations are forwarded to the Associate Dean responsible for awards. He or she calls a meeting of a panel consisting of the department chairs or their designees. The Associate Dean acts as non-voting chair of the panel. The panel selects at most one full-time faculty candidate and at most one part-time candidate for submission to the President’s Office.

The Associate Dean works with each candidate and his or her department to compile and transmit the nomination packet to the University Selection Committee. The instructions for preparing a packet are presented on the President’s web site and are currently located at [http://louisville.edu/president/initiatives/distinguishedfaculty/teaching.html](http://louisville.edu/president/initiatives/distinguishedfaculty/teaching.html).

#### School’s Criteria for Excellence in Teaching

**Primary**

1. **Inspiration:** Candidate’s course design, presentation and interaction styles, involvement, and/or quality of classroom sessions and materials are significant contributors to students’ motivation to learn and to go beyond what is required.

2. **Motivation for professional development:** Candidate employs various means to motivate students to enhance their professional development outside of formal coursework and thesis/dissertation committee work.

3. **Mentorship:** Candidate acts as formal and/or informal mentor at a significant level of effort, which may be assessed by the number of students mentored at various degree program levels (e.g., MPH, MS, PhD) and/or the degree and quality of involvement with the students.

**Secondary**

1. **Scope of teaching:** Candidate teaches a significant range and variety of material, which may be within a single discipline or may span multiple disciplines. The material taught need not be integrated.

2. **Effective pedagogical techniques:** Candidate utilizes current and/or innovative techniques for creating significant learning experiences, including technology, course design, and student participation, and classroom and student organization.

3. **Adaptability:** Candidate readily adjusts course schedules and/or content to meet the learning needs of the students while maintaining rigor and quality.

4. **Communications with students:** Candidate allows for significant amount of time outside the classroom for students to communicate with the candidate via phone, meeting, or email.

To be considered for candidacy, the person must demonstrate one of the following:

- Three primary criteria
- Two primary criteria and one secondary criterion
- One primary criterion and three secondary criteria
<table>
<thead>
<tr>
<th>School of Public Health and Information Sciences</th>
<th>Policy/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: Nomination of Candidates for President’s Distinguished Faculty Award: Teaching</td>
<td>No. Page 2 of 2</td>
</tr>
<tr>
<td>Author: Peter L. Walton, MD, Associate Dean</td>
<td>Effective Date: 02/05/07 Revision: 0</td>
</tr>
</tbody>
</table>

| Examples: | n/a |
| Discussion: | n/a |

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<thead>
<tr>
<th>Revision</th>
<th>Revision Date</th>
<th>Approved by</th>
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</thead>
<tbody>
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