NOMINATION FORM

The David B. Friend Memorial Award for Excellence in Teaching at the Introductory Level

Supported by the David B. Friend Memorial Fund

Nominee: _________________________________________________________________

Job Title: __________________________________________________________________

Department: _______________________________________________________________

Date Hired at UM: ___________________________________________________________

Name and Title of Nominator: ________________________________________________

Nominees must be at least .5 FTE non-tenure-track faculty member in any department or program in the College of Humanities and Sciences.

SELECTION CRITERIA

In descending order of importance: Superior teaching at the fundamental (100-200) levels of the curriculum, student advising and mentoring (especially at the undergraduate level), and accessibility to students beyond normal office hours. Though emphasis will be placed on excellence in teaching broadly, accomplishment in the other areas must be evident.

PROCEDURE

All faculty members are encouraged to bring the names of deserving candidates to the attention of the department chair. Chairs and program directors should then nominate faculty who they believe are most strongly qualified for the award. The nomination package should include:

- Nomination Form
- Statement from the nominating chair or director who evaluates the nominee on the criteria as listed above, including evidence of superior teaching and level of rigor
- A maximum of three additional supporting letters from faculty colleagues addressing the criteria above
- Student evaluation material that sufficiently demonstrates teaching excellence at UM, including quantitative student evaluations from four representative courses and a maximum of two supporting letters from students addressing the criteria above
- A curriculum vitae

APPLICATION SUBMISSION

The nomination package is to be submitted by the H&S Chair/Program Director electronically through the H&S Faculty nomination system http://www.cas.umt.edu/facultynominations. This web-based system will require a login via UM’s netid/password and will allow for easy upload of documents to a secure location. For technical questions please contact Spectral Fusion Design at sfd@mso.umt.edu.

DEADLINE FOR SUBMISSION OF ALL MATERIALS IS MARCH 15.

Incomplete or late packets will not be considered.