

**EXCELLENCE IN TEACHING AWARD**

**2024-25 Nomination Form – Due March 1, 2025**

Students, faculty, staff, and alumni of the University of Nebraska at Omaha (UNO) are invited to nominate any full-time faculty member who has at least three years of teaching experience at UNO for the Excellence in Teaching Award.

Name of Nominee:

Rank:

Department:

Name of Nominator:

If nominator is a student, what is student’s major:

Briefly describe your relationship to the nominee (e.g., student in class, seminars, or other form of instruction; advisee, colleague, etc.)

List below or attach the reasons for nominating the individual. Include information on the nominee’s teaching style, impact on students, and the effective, innovative, and creative techniques used. Please consider both face-to-face, online, and hybrid learning environments.

**Return this form via email to Connie Schaffer at** [cschaffer@unomaha.edu](mailto:cschaffer@unomaha.edu) **by March 1, 2025. Questions? Contact Connie Schaffer at 402.554.2023.**

**Excellence in Teaching Award[[1]](#footnote-1)**

**Nomination Information – 2024-25**

**University of Nebraska at Omaha**

The Excellence in Teaching Award recognizes exceptional teaching and instructional activity by full-time faculty members at the University of Nebraska at Omaha (UNO). Nomination materials are evaluated by the University Committee for the Advancement of Teaching, whose members are appointed by Faculty Senate, and then recommendations are forwarded to the Chancellor’s Office for final review and approval.

**Nomination and Application Information**

The Excellence in Teaching Award application consists of a nomination form (see previous page) and nomination materials, all of which are due electronically on the following dates:

* Nomination form: March 1, 2025
* Nomination materials: April 1, 2025

*Nomination Form*

The nomination form (or nomination letter addressing the elements on the form) can be completed by a student, faculty member, staff member, chair/director, or alum. It is due March 1st. Please note – faculty cannot nominate themselves. The nomination form is distinct from the peer and student letters described below. The form (found on the previous page) is also [available online](https://www.unomaha.edu/academic-and-student-affairs/academic-affairs/honors-and-awards/excellence-in-teaching-award.php).

Nominees not selected are encouraged to consider submitting their nomination materials again the following year. Many of the nomination materials will be considered valid for two consecutive years. However, nominees submitting materials for a second consecutive year are asked to provide an updated nomination letter and updated course evaluation materials as part of their nomination materials.

*Nomination Materials*

Nomination materials are typically compiled by the nominator with assistance from the nominee. The nomination materials include several required components and can also include supplementary components. In compiling nomination materials, please include information on how the nominee’s teaching activities contribute to a welcoming and inclusive campus environment for students and enhance student learning at UNO (e.g., inclusive pedagogical approaches, engaging diverse perspectives, fostering learning opportunities for members of diverse groups, curriculum redesign, leading professional development activities focused on equity, access, and inclusion). Nomination materials should also highlight the demonstrated impact of the nominee’s teaching (both in the classroom and beyond) and should consist of a broad teaching portfolio.

The following are ***required*** components of the nomination materials:

* **Nomination Form / Letter**
* **Curriculum Vitae:** Maximum of six pages; should emphasize teaching accomplishments.
* **Statement of Teaching Philosophy:** Maximum of two pages; should include information on fostering inclusive learning environments for diverse learners.
* **Summary of Teaching Assignments and Teaching-related Assignments for the Past Five Years:** Maximum of one page; indicate delivery mode: on-campus, remote, online or hybrid course.
* **Letters in Support of Nomination:** Maximum of three letters from peers and five letters from students; should be included with the nomination materials. Letters should address the impact of the nominee’s teaching activity and how the nominee compares with other faculty in areas of teaching excellence.
* **Teaching Evaluation Information:** Course evaluation information is required for faculty with scheduled teaching and has two components:
  + Summary table with data for all courses taught in the previous five calendar years. The table can be generated through Watermark Faculty Success (formerly Digital Measures) reporting functioning which allows the user to set date parameters. The table contains the means for the eight dimensions, two overall items, and workload difficulty items included in UNO’s course evaluations.
  + Student comments submitted as part of course evaluations are required for the last 10 courses taught.

Faculty who are not assigned scheduled teaching via the student course registration system should submit equivalent materials.

The following sections are ***optional*** components that may be included in support of the nomination:

* **Supplemental Teaching:** Evidence of contributions to excellence in teaching and/or curriculum development in face-to-face and/or online learning environments. Note: The committee prefers to receive descriptions of creative development/activities; do not submit course syllabi. Examples of the types of activities that may be included are evidence of successful online or digital teaching, service learning, information regarding innovative teaching techniques, use of academic or learning technologies, examples of inclusive pedagogies and methods of assessment, evidence of universal design, and participation in activities (e.g., TABS, teaching observations) designed to improve teaching and action taken as a result of such participation.
* **Teaching Outside the Classroom:** Examples include information on presentations/lectures to other classes at UNO or other institutions, presentations/lectures in the community, presentations on pedagogy at professional conferences, serving as a member or chair of thesis or dissertation supervisory committees, involvement/sponsorship of student groups outside of the classroom, external funding of instructional proposals or activities, participation in campus teaching activities (e.g., faculty development workshops, communities of practice focusing on teaching), involvement in mentoring activities, involvement in service learning projects, and participation in university programs (e.g., Honors Program, International Studies).
* **Teaching-related Service:** Examples include service on teaching-related committees such as undergraduate or graduate program committees, college or university committees (e.g., Educational Policy Advisory Committee, University Committee for the Advancement of Teaching), and service to the profession related to teaching.
* **Research, Scholarship, and Creative Activities Related to Teaching:** Information can be included on research, scholarship, and creative activities related to teaching. Examples include evidence of teacher-scholar values, publication of teaching-related research, and creative activities in the nominee’s field of expertise.

*Nomination Format and Submission Procedure*

Nomination materials should be submitted to Connie Schaffer (cschaffer@unomaha.edu) on or before April 1st as a single pdf with items in the following order:

* Nomination Form / Letter
* Nominee CV
* Teaching Philosophy Statement
* Teaching Assignment Summary
* Peer Letters
* Student Letters
* Supplementary Materials
* Student Course Evaluation Summary Table
* Student Course Evaluation Comments (for last 10 courses taught)
* Supplementary Materials

If you have questions, please contact Connie Schaffer, Director of the UNO Center for Faculty Excellence at[cschaffer@unomaha.edu](mailto:cschaffer@unomaha.edu) or 402.554.2023.

1. Nomination instructions last revised January 3, 2024, by Dr. Connie Schaffer, Director of the UNO Center for Faculty Excellence. [↑](#footnote-ref-1)