

**Excellence in College and University Teaching in Biology
Nomination Guidelines Sponsored by:
Association of College and University Biology Educators (ACUBE)**

This *Award* is offered annually to honor excellence in teaching by recognizing faculty who both practice and promote effective, innovative teaching in the biology classroom. Nominees must (1) have taught for two years or more at a college or university that awards a post secondary degree in biological sciences, (2) have been an active member of Association of College and University Biology Educators for 2 or more years, and (3) demonstrate a commitment to teaching in biological sciences. Individuals who do not receive an award in a given year are eligible for re-nomination. However, a new nomination package must be resubmitted. Nomination files are not retained for reconsideration in future years. Award recipients are not eligible for renomination.

Award recipients are expected to attend and present at the upcoming meeting. Awards will be presented at a ceremony during the ACUBE Annual Meeting. A \$500 monetary award and a certificate will be presented to the winner. See website for submission contact information.

Awards Program Schedule

The annual schedule for the *Awards Program* will be as follows:

Request for Nominations	Annual Meeting
Nomination Submission Deadline	March 1
Merit Evaluation of Nominations	May 1
Notification	June 1
Awards Ceremony	Annual Meeting

Nomination Procedures

Nominations may be submitted by supervisor, peer, self or students. The following information should be included in the nomination package:

1. Cover Letter
2. Curriculum Vita
3. Supporting Documents. Please see below evaluation criteria. The total page number for this section should not exceed 5 pages, excluding endorsement letters. Please limit endorsement letter to three (3).

Evaluation Criteria	Weight
<p>1. Teaching Quality Assessment - Briefly document how your most recent teaching assignments support the biological sciences. Document how you demonstrate excellence in teaching. Student and peer evaluations can be used as supporting documents. Include a list of any awards and honors related to teaching.</p>	20%
<p>2. Philosophy of Teaching and Teaching Methodology – In this section the nominee should clarify how she/he (a) achieves high standards of teaching performance, (b) demonstrates outstanding competence in managing the teaching and learning process, and (c) demonstrates expertise in teaching. Documentation such as demonstrating how each course’s content is kept current, providing specific reference to innovations in the classroom and variety and creativity in the teaching process to advance student learning can be included.</p>	20%
<p>3. Service to the Teaching Profession and the Scholarship of Teaching In this section the nominee should include information on how she/he led teaching improvement workshops, served as teaching mentor to other faculty and graduate students, or otherwise has contributed to outstanding teaching at the K-12, college, departmental, university, regional, and national levels. Activities related to teaching, advising and curriculum, such as committee activity, publications, teaching/curriculum enhancement grants received, presentations, and recognition received will be considered. This section should only include teaching contributions, not the contributions to the professional discipline.</p>	20%
<p>4. Service to Students – In this section the nominee should include the record of student service through activities such as academic and career advising, undergraduate research, mentoring, supervising internships, career placement, sponsorship of student associations (on campus, regionally or nationally), graduate committee service, etc.</p>	15%
<p>5. Professional Growth and Competencies Development – This section should include the nominee's professional development activities evidenced by continuing intellectual accomplishments and pursuits, such as participation in teaching improvement workshops (as a participant, not as a presenter), author or editor for textbooks, and activities related to their research program such as scientific publications, grants, presentations, etc.</p>	15%
<p>6. Endorsement by Administrator, Alumnus, and Colleague – This section should include the endorsements for nominee's excellence in and dedication to the teaching role. The nominator(s) should discuss how the nominee has made an impact on teaching and learning in biological sciences. Statements from any or all of the following can be included: (a) the administrator of the college or department (b) a former student, and (c) a colleague.</p>	10%

Incomplete nominations will be returned without evaluation.