

Teacher of the Year Selection Guidelines

University of Florida College of Pharmacy

The Curriculum Committee is charged to select the Teacher of the Year for the College of Pharmacy. The following guidelines are designed to supplement and work in conjunction with the University of Florida Guidelines for Teacher of the Year with respect to the nomination and selection procedure for the College of Pharmacy Teacher of the Year.

I. Eligibility

- A. The individual must be a full-time faculty member (tenured, tenure-track or other *regular* faculty appointment including lecturer or clinical faculty, but not OPS appointees).
- B. Faculty members who participate in the following types of instructional activities are eligible for consideration:
 - Traditional didactic lectures
 - Facilitation of group learning where facilitation involves guiding the students to achieve specific learning outcomes during the session
 - Instruction in the laboratory setting
 - Instruction and small group discussions in the online/virtual class room setting
 - Teaching in the clinical practice setting
 - Other teaching strategies as approved by the Curriculum Committee.
- C. Individuals who received a teaching or advising award at the college or university level during the previous two years are not eligible.

II. Nominations Process

- A. The call for nominations will be announced to the faculty, students and staff by a general memorandum, which will be distributed by email according to current University Guidelines.
- B. Nominations for college-level teaching awards may be submitted by students, faculty members, department chairs, and/or higher-level administrators. Individual faculty members may also self-nominate, but must be selected at the college level to be considered for the University-level award.
- C. Nominations for college-level teaching awards may be solicited from former students, faculty members, department chairs, and/or higher-level administrators. Faculty may not actively solicit nominations from currently enrolled students. This includes nominations for themselves and for other faculty members.
- D. A written nomination including the justification for the nomination should be submitted to the Chair of the Curriculum Committee.
- E. Nominations must be submitted by at least three individuals for a given faculty member to be eligible for consideration. At least one of the nominators must be a student.

III. Selection Committee

- A. The Selection Committee will consist of the membership of the Curriculum Committee.
- B. If a member of the Curriculum Committee is nominated for teacher of the year and accepts the nomination, he or she must take a leave of absence from the committee (only during the selection process) and the Associate Dean for Curricular Affairs and Accreditation shall select a new member for this process.
- C. The Chair of the Curriculum Committee shall serve as Chair of the Selection Committee unless he or she is a nominee for teacher of the year and is excused from the deliberations. In this case,

the Associate Dean for Curricular Affairs and Accreditation will appoint another member of the Curriculum Committee to serve as Chair the Selection Committee.

- D. If a student from all four classes is not on the Curriculum Committee, an ad hoc representative will be appointed for the time period of the Selection Committee deliberations.

IV. Selection Process

- A. All nominees will be notified by the Chair of the Selection Committee.
- B. The University of Florida general guidelines and the College of Pharmacy guidelines for Teacher of the Year will be provided to all nominees.
- C. All nominees will be invited to submit a portfolio. To be a finalist for consideration of the award, the nominee must submit a portfolio of material. Nominees will be informed that the portfolio must document teaching excellence, effectiveness, and there should be evidence of innovation. The invitation for portfolio submission will include the specific criteria as outlined by the Curriculum Committee.
- D. The Curriculum Committee is responsible for developing the Portfolio criteria and revising these criteria as appropriate each year. Criteria include the following at a minimum:
 - 1. Teaching excellence and effectiveness are demonstrated in the portfolio material.
 - a. The portfolio must include summary statistics of the student evaluations from the last two years in all evaluated courses.
 - b. Peer review is a mandatory component in the selection process. Evidence of peer review during the most recent year must be included in the portfolio. The peer review process must follow the College of Pharmacy Guidelines. If the nominee has not been peer reviewed, including direct observation, during the most recent year, the nominee is responsible for setting up their peer review immediately and results provided to the Curriculum Committee prior to their deliberations.
 - 2. Inclusion of material that demonstrates evidence of innovation in course design and/or instruction.
 - 3. Formatting of the Portfolio (e.g., order of content, page limitations, font)
- E. Each nominee must submit the names of at least four individuals knowledgeable of their teaching to the Chair of the Selection Committee. If student names are submitted, these individuals must not be enrolled in a course currently taught by the nominee to avoid a possible conflict of interest. The Chair of the Selection Committee will contact these individuals and inform them that the nominee has requested letters and that these letters should be provided directly to the Chair of the Selection Committee to be included in the nominee's teaching portfolio.
- F. The Chair of the Selection Committee will also notify the departmental chair of each nominee. The chair must submit a written letter to the Chair of the Selection Committee to be included in the packet.
- G. Each nominee must sign a statement waiving the confidentiality for the Curriculum Committee of all the evaluation materials.
- H. The Selection Committee will forward their recommendation for the Teacher of the Year to the Dean of the College of Pharmacy, along with a written justification for selection.
- I. The Chair of the Selection Committee will forward all appropriate documentation to the University Selection Committee.

These guidelines may be modified as needed to be in compliance with the University of Florida Guidelines by a majority vote of the Curriculum Committee.