

**University of Florida College of Pharmacy**  
**Teacher of the Year Award Selection Guidelines**

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 nomination and selection procedure for the College of Pharmacy Teacher of the Year. The selection criteria also align with the American Association of Colleges of Pharmacy selection of the Emerging Teaching Scholar award.

**I. Eligibility**

- a. The individual must be a faculty member (tenured, tenure-track, non-tenure track, or other regular faculty appointment including lecturer or clinical faculty, but not temporary employment; other personnel services “OPS” appointees, or courtesy faculty appointments), who teach in the entry-level doctor of pharmacy degree program.
- b. Ineligible faculty include:
  - i. Individuals who received this award at the college level during the previous two years.
  - ii. The Associate Dean of Professional Education and the Assistant Dean of Curricular Affairs.

**II. Nomination Process**

- a. The call for nominations will be announced to the faculty, current students, and staff by a general memorandum, which will be distributed by email according to the current University Guidelines.
- b. Nominations for college-level teaching awards may be submitted by students, staff, faculty members, department chairs, and/or higher-level administrators. Individual faculty members may also self-nominate.
- c. Faculty may not actively solicit nominations for themselves from students, staff, or faculty.
- d. A written nomination including the justification for the nomination must 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 as an award finalist. At least one of the nominators must be a student.
- f. Statements of nomination will be shared with each nominee. Statements will be deidentified before shared with the nominee.

**III. Selection Committee and Process**

- a. The Selection Committee will consist of membership of the Curriculum Committee.
- b. If a member of the Curriculum Committee is a finalist for teacher of the year and accepts the nomination, he or she must recuse themselves from the committee (only during the selection process) and the Assistant Dean for Curricular Affairs must appoint a new member to serve on the selection committee. Effort should be made to replace the nominated faculty member with someone who equitably represents the missing member.

- c. The Chair of the Curriculum Committee shall serve as the Chair of the Selection Committee unless he or she is a finalist for teacher of the year. In this case, the Vice-chair of the Curriculum committee will serve as the Chair of the Selection Committee. If both the Chair and Vice-chair of the curriculum committee are finalists for the award, the Assistant Dean for Curricular Affairs will appoint a chair of the Selection 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:
  - i. A narrative describing:
    - 1. Excellence in Teaching and Learning
    - 2. Evidence-based Approach to Teaching and Learning
  - ii. Artifacts supporting the narrative description for each category, not to exceed 4 artifacts per category.
  - iii. Appropriate formatting of the portfolio (e.g. order of content, page limitations, page formatting)
- e. The Assistant Dean for Curricular Affairs will notify the department chair and the Dean of each award finalist.
- f. Each award finalist must sign a statement waiving the right to confidentiality for the Award Selection Committee of all the evaluation materials due to the sensitive nature of contents of portfolio materials (e.g. student teaching evaluations, peer reviews of teaching, letters of support, etc.).
- g. The Assistant Dean of Curricular Affairs will forward the Selection Committee's recommendation for the Teacher of the Year to the Dean of the College of Pharmacy, along with a written justification for the recommendation.
- h. The Assistant Dean for Curricular Affairs will forward all appropriate documentation to the University Selection Committee and the American Association of Colleges of Pharmacy.

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.

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