

1

Sample Nomination Packet for University Awards

Information to be Provided

(20 pages maximum plus all student comments for the last six classes taught)

Note: All information should be contextualized in light of award criteria.

Teaching (as applicable)

Courses taught, number of students per section, % response rate, GPA, instructor rating, course rating
Student comments
Peer evaluations
Mentoring of graduate/undergraduate students
Other relevant teaching evidence

Scholarship & Creative Works (as applicable)

Publications (by year)

- Assessment of quality
- Citation counts or other evidence of impact
- Single vs. joint author (nature of contribution)

Journals and books

- Assessment of quality (e.g., acceptance rates, peer review, impact, publisher's reputation and selectivity)
- Externally sponsored research

Creative works/performances

- Evidence of quality and peer review

Externally sponsored research

Other relevant scholarship evidence

Citizenship (as applicable)

Committees (department, college, university), role on committees (chair, member, etc.), and contributions made

Contributions to profession (reviewer, officer, etc.)

Administrative assignments (e.g., Department Chair)

Other relevant citizenship evidence

Other

Length of service at BYU

Awards received

Professional-development activities

Other relevant evidence to support the nomination

2

Nominating Letter (unless person is nominated by Department Chair's Memo)

January 28, 2009

Brigham Young University Faculty Awards Committee:

I am please to nominate Jane Doe for the Part-time Faculty Excellence Award. I am also part-time faculty here at BYU, and Jane and I have been "job-sharing" for the past 9 years. We work very closely together, and I am happy to have this opportunity to share this information about Jane with you.

Jane works diligently in her teaching duties. She currently teaches in the Nutrition, Dietetics, and Food Science Department, specifically in the Dietetics Program. Fall Semester, Jane teaches NDFS 374, 375, and 520R. NDFS 374 is entitled Food Production Management. This class is important in the education of our Junior Dietetic Students. The majority of our Dietetic majors are attracted to our program because of their interest in health and nutrition. This junior level course is often the students' first exposure to management in Dietetics, and helps to frequently pique students' interest in the management arena of Dietetics.

NDFS 375 is our Food Production Management Lab, known as the "Pendulum Court Rotation." This is a very unique lab. The students learn about food-service management in this lab through a very hands-on approach. They actually operate a full -service restaurant in the Eyring Science Center through the lunch hour during Fall and Winter semesters. Jane manages and teaches the students as they rotate through cooking, salad prep, bakery, and management position. The training, maintenance, and operation of this lab is extremely time intensive, and takes great organizational skills. It is also very stressful.

Because she is highly organized and very patient, Jane excels as a teacher of this lab. Lastly, Fall Semester Jane teaches NDFS 320R. This course is exclusively for our interns, who are graduates of our undergraduate Dietetics program. Under the direction of Jan, the interns learn to manage the lab as they fill the higher-level management positions of Service and Sanitation Manger, Marketing Manager, Procurement Manager, and Production Manager in the Pendulum Court.

I would describe Jane as a very dynamic teacher. She has the ability to make her courses exciting to her students. Jane is energetic in her work, and possesses a wonderful sense of humor which adds an extra spark to her teaching personality. To give you the students' perspective of Jane's teaching, Jane's average course evaluations score from 2008 was 6.85. Her average instructor evaluation score from student evaluations in 2008 was 7.06. These course and teacher evaluation scores indicate our students' feeling for Jane as a teacher.

On a personal note, as I have read our students' comments for our courses, many students will often comment on how grateful they are for Jane's personal example to them. As a mother of young children, Jane is one who balances so well her responsibilities as a mother, a university instructor, and opportunities she has for service in the Church and community.

3

Dean's Memo



To: Faculty Awards Committee
From: Robert James
Date: 22 October 20XX
Re: Nomination of Jane Doe for BYU Excellence Award

I am delighted to recommend Jane Doe as a worthy recipient of the BYU Excellence Award. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis quam dui, et facilisis elit. Pellentesque tempor odio a ligula blandit mollis. Pellentesque rhoncus faucibus velit, ut mattis nisi tincidunt at. Nulla sagittis erat ac metus eleifend auctor. Duis ac massa psium, in faucibus em. Donec diam libero pretium id imperdiet et. Mattis vel purus. Sed tortor tortor, rhoncus at dictum vitae, faucibus vel metus.

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Department Chair's Memo (2-3 pgs)



To: Faculty Awards Committee
From: Sarah Smith
Date: 22 October 20XX
Re: Nomination of Jane Doe for BYU Excellence Award

I am delighted to recommend Jane Doe as a worthy recipient of the BYU Excellence Award. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis quam dui, et facilisis elit. Pellentesque tempor odio a ligula blandit mollis. Pellentesque rhoncus faucibus velit, ut mattis nisi tincidunt at. Nulla sagittis erat ac metus eleifend auctor. Duis ac massa psium, in faucibus em. Donec diam libero pretium id imperdiet et. Mattis vel purus. Sed tortor tortor, rhoncus at dictum vitae, faucibus vel metus.

Teaching

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Research

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Citizenship

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5

Curriculum Vitae (5 pgs maximum)

Jane Doe
Curriculum Vita as of August 2015

Accounting
University of Wisconsin – Madison
975 University Avenue
Madison, WI 53706-1323
Phone: (608) XXX-XXXX
Email: jane_doe@byu.edu

ACADEMIC APPOINTMENTS

University of Wisconsin – Madison, Wisconsin School of Business
Assistant Professor (2013 – Present)
Brigham Young University, Marriott School of Business
Research Assistant (2002 – 2004)

EDUCATIONAL BACKGROUND

Indiana University, Kelley School of Business
Ph.D. in Accounting, Minor in Finance, 2001
Indiana University, Kelley School of Business
Masters of Business in Accounting, 1997
Brigham Young University, Marriott School of Management
Masters of Accountancy in Taxation, 1995 Bachelor of Science in Accounting, 2004, Cum Laude

PUBLISHED RESEARCH – PEER REVIEWED JOURNALS

Doe, 2009. 2015. Aliquam a erat vel lacus venanatis he Structure of Voluntary Disclosure Narratives: Evidence from Tone Dispersion. *Jour*

6

Teaching Evaluation Summary for Past 5 Years (3 pgs maximum)

Sample Online Student Ratings Report

Period: **Winter 2003** Responses/Enrolled: **22 / 31 = 71%**
Instructor: **Teacher, Some** College: **Biology and Agriculature**
Course: **MCBIO 261-001: Gen Biology** Department: **Microbiology/Molecular Biology**

(point mouse to white text of column headings for interpretation of contents)

Overall	Std Dev	Secd Mean	Crs Mean	Dept Mean	Coll Mean	Univ Mean	YTD	SP	F	Q	SO	ES	NR	Rate	
Overall	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	
Overall Course	0.66	7.4	7.4 / 7.4	7.2 / 7.1	7.2 / 6.3	7.2 / 6.7	0	0	0	0	2	10	10	0	71%
Overall Instructor	0.66	7.5	7.5 / 7.5	7.4 / 7.3	7.4 / 6.2	7.4 / 6.9	0	0	0	0	1	9	12	0	71%

Course	Std Dev	Secd Mean	Crs Mean	Dept Mean	Coll Mean	Univ Mean	YTD	SP	F	Q	SO	ES	NR	Rate			
	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)	(I)			
Amount learned	0.77	7.2	7.2 / 7.2	7.1 / 7.1	7.1 / 6.6	7.1 / 6.7	0	0	0	0	4	8	9	1	68%		
Materials & activities effective	0.95	7.0	7.0 / 7.0	6.9 / 7.0	6.9 / 6.3	6.9 / 6.6	0	0	0	0	1	6	6	9	0	71%	
Well organized	0.95	7.3	7.3 / 7.3	6.9 / 7.0	6.9 / 6.3	6.9 / 6.7	0	0	0	0	2	1	7	12	0	71%	
Evaluations good procedure of learning	1.33	6.6	6.6 / 6.6	6.4 / 6.6	6.4 / 5.8	6.4 / 6.3	0	0	1	1	1	5	8	6	0	71%	
Grading procedures fair	1.05	6.8	6.8 / 6.8	6.7 / 6.8	6.7 / 6.2	6.7 / 6.6	0	0	0	0	3	5	7	7	0	71%	
Intellectual skills developed	0.93	7.0	7.0 / 7.0	7.1 / 7.1	7.1 / 6.2	7.1 / 6.5	0	0	0	0	0	9	4	9	0	71%	
Taught me something	1.02	6.9	6.9 / 6.9	6.5 / 6.5	6.5 / 6.1	6.5 / 6.2	0	0	0	0	2	6	6	8	0	71%	
Hours spent in class	0.62	6.0	6.0 / 6.0	5.3 / 5.3	5.3 / 5.1	5.3 / 5.1									71%		
Course appropriate for credit	30.88	1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0	0	0	1	1	3	0	2	4	0	142%
Course helpful about one of	3.81	1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0	0	0	0	0	0	0	0	0	0	142%
Appropriate time for course	12.19	1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0	0	0	1	0	0	0	0	0	0	142%
Overall	0.66	7.4	7.4 / 7.4	7.2 / 7.1	7.2 / 6.3	7.2 / 6.7	0	0	0	0	2	10	10	0	71%		
Overall Instructor	0.66	7.5	7.5 / 7.5	7.4 / 7.3	7.4 / 6.2	7.4 / 6.9	0	0	0	0	1	9	12	0	71%		

Peer Evaluations

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Mentoring

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Other

Awards Received

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Length/Types of Service at BYU

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Miscellaneous

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8

Additional Letters (as required)

Internal/Peer letters (2 letters maximum)

- Sami Jones
- Jason Smith

9

All Student Comments For The Last Six Classes

001 Loved it.

001 I loved having Professor Doe as a teacher this semester. You can tell that she is very well trained and knows what she is talking about. She gave good corrections as well as suggestions as to how I could improve. I loved her sense of humor. Overall, it was a great experience and I would definitely take a class from her again.

001 She had great energy about her and made me motivated for class. She was knowledgeable and made me aware of things I wasn't before.

001 This was the second time taking from Professor Doe and she is just wonderful. I loved her attitude, her ability to make it interesting and her helpful corrections. Wonderful, wonderful, wonderful!

001 Professor Doe is an incredible teacher! I enjoyed this class and being able to learn from her. I am grateful I was able to be a part of her class!