University of Nebraska at Omaha

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

2023-24 Nomination Information

The Excellence in Part-time Teaching Award recognizes exceptional teaching and instructional activity by part-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. The awardee will be recognized at the Faculty Honors Convocation and receive $1,000.00.

**Nomination and Application Information**

The Excellence in Part-time Teaching Award application consists of a nomination form and nomination materials, all of which are due electronically on the following dates:

* Nomination form: March 1, 2024
* Nomination materials: April 1, 2024

*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 and is due March 1st. Please note, faculty cannot nominate themselves. The nomination form is distinct from chair/director support letter, nominee letter, and other letters of support described below. The form is attached and is [available online](https://www.unomaha.edu/academic-affairs/honors-and-awards/excellence-in-part-time-teaching.php).

Nominees not selected are encouraged to submit their materials the following year. Nomination materials will be considered valid for two consecutive years. However, nominees submitting materials for the second year are asked to provide an updated nominee letter and an updated course evaluation summary table.

*Nomination Materials*

Nomination materials are typically compiled by the nominator along with the nominee and include required components and optional supplementary components. In compiling materials, please include information on how the nominee’s teaching activities exemplifies excellence, promotes student success at UNO through innovation and enhanced student engagement, and contributes to a welcoming and inclusive campus environment for students (e.g., inclusive pedagogical approaches; engaging diverse perspectives; fostering learning opportunities for members of diverse groups; and/or engaging in professional development activities focused on equity, access, and inclusion). Materials should also include evidence of the nominee’s impact on student learning as well as their commitment to reflection.

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

* **Nomination Form:** Completed by nominator (see attached).
* **Chair/Director’s Support Letter:** Written by the department chair or school director and describes how the nominee 1) meets or exceeds the unit’s expectations for excellence in teaching, 2) creates an inclusive and innovative learning environment, and 3) engages students in and beyond the classroom. Maximum two pages.
* **Nominee’s Letter:** Written by the nominee and includes a teaching statement/philosophy that addresses UNO’s metropolitan mission. The nominee should describe how they 1) use innovative teaching practices, 2) foster an inclusive learning environment for diverse learners, 3) impact student learning, and 4) reflect on their teaching practices. If applicable, the nominee should note courses they developed and other contributions to program and curriculum development. Maximum three pages.
* **Teaching Vitae:** List degrees and select career-related accomplishments. Most of the content should focus on teaching-related expertise/experiences and must include all UNO courses taught (indicate year and mode: in-person, online, or hybrid). Additionally, list teaching honors/awards; professional development such as completion of TABS, Foundations of Online Learning, Humanizing Online Learning, or Service Learning Seminar; and/or participation in offerings through the STEM TRAIL Center, Center for Faculty Excellence, Digital Learning, Office of Research and Creative Activity, or other UNO units. Professional development activities completed outside of UNO can be listed but should have clear descriptions and connections to collegiate teaching or the content of the courses the nominee teaches. Maximum three pages.
* **Teaching Evaluation Information:** Course evaluation information presented in a summary table with data for all courses taught in the previous three to five calendar years (see table below). The table contains the means for the eight dimensions represented in the end-of-course evaluation, two overall items, and workload difficulty items. *Faculty needing assistance in accessing evaluation data should contact their department chair/school director or* [*Connie Schaffer*](mailto:cschaffer@unomaha.edu) *in the UNO Center for Faculty Excellence*.

The following **optional** supplementary materials may be included in support of the nomination:

* **Letters of Support:** Written by students, alum, or UNO colleagues. Maximum three.
* **Example of Student Engagement and/or Inclusive Teaching:** Possible examples include a course syllabus/outline, lesson plan/outline, assignment, assessment, responses to a discussion board or other classroom-based activity, community engagement activity, or a service learning project or other classroom-based activity that was delivered within a UNO course. The example should be accompanied by a one to two paragraph explanation and reflection. Maximum three pages.

See attached selection rubric for additional details.

*Nomination Format and Submission Procedure*

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

* Nomination Form
* Chair/Director’s Support Letter
* Nominee’s Letter
* Teaching Vitae
* Teaching Evaluation Information
* Optional Supplementary Materials

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



**EXCELLENCE IN PART-TIME TEACHING AWARD**

2023-24 Nomination Form – Due March 1, 2024

Students, faculty, staff, and alumni of the University of Nebraska at Omaha (UNO) are invited to nominate any part-time faculty member for the Excellence in Part-time Teaching Award. To be eligible for the award, a nominee must have:

* taught three or more semesters at UNO (they do not have to be consecutive semesters)
* been employed as a part-time faculty member for at least one semester during the academic year in which they are nominated

**Name of Nominee:**

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

*Return this form via email to Connie Schaffer at* [*cschaffer@unomaha.edu*](mailto:cschaffer@unomaha.edu) *by March 1, 2024. Nominees will be informed of their nominations and asked to submit the nomination materials by April 1, 2024. Questions? Contact Connie Schaffer at 402.554.2023.*

**Teaching Evaluation Table** –contact department chair/school director or [Connie Schaffer](mailto:cschaffer@unomaha.edu) in the UNO Center for Faculty Excellence for assistance accessing your data.

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|  | | | | | | **Dimensions Averages** | | | | | | | | | | |
| **Term** | **Course/Section** | **Elective** | **Required** | **# Enrolled** | **# Returned** | **Learning** | **Enthusiasm** | **Organization** | **Group Interaction** | **Individual Rapport** | **Breadth** | **Assessment & Evaluation** | **Assignments** | **Course Overall** | **Instructor Overall** | **Course Workload/Difficulty** |
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*Add rows as needed.*

**Selection rubric**

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| --- | --- | --- | --- |
|  | **Two points** | **One point** | **No points** |
| **Eligibility** | Meets | NA | Does not meet |
| **Innovation** | Specific innovative online or in-person tools and strategies used by nominee are described and related reflection and impact are noted. | Specific innovative online or in-person and strategies used by nominee are described and related reflection is noted. | Specific innovative online or in-person and strategies used by nominee are described. |
| **Inclusiveness** | Specific tools and strategies relevant to discipline and/or UNO’s mission are described and related reflection and impact are noted. | Specific tools and strategies relevant to discipline and/or UNO’s mission are described and related reflection is noted. | Specific tools and strategies relevant to discipline and/or UNO’s mission are described. |
| **Excellence** | Nominee exceeds unit’s expectations for demonstrated excellence in teaching. | Nominee consistently meets unit’s expectations for demonstrated excellence in teaching. | Nominee has on occasion met unit’s expectations for demonstrated excellence in teaching. |
| **Professional Development** | Specific professional development completed by nominee is described and related reflection and impact are noted. | Specific professional development completed by nominee is described and related reflection is noted. | Specific professional development completed by nominee is described. |
| **Student Engagement** | Multiple examples of student engagement are described. Nominee mentors/advises and otherwise engages with students outside the classroom. | Student engagement is noted. Nominee mentors/ advises or otherwise engages with students outside the classroom. | Evidence of student engagement is missing. Nominee has limited interactions with students beyond teaching classes. |
| **Teaching Statement** | Teaching philosophy is clearly stated and aligns with UNO’s mission and values. | Teaching philosophy is clearly stated. | Teaching philosophy is missing. |

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