



UNIVERSITY
of HAWAII®
MĀNOA

September 19, 2023

To: UH Mānoa Deans

From: Kathleen O. Kane, Director *K. Kane*
Office of Faculty Development and Academic Support

Subject: Nominations for Excellence in Teaching Awards

The annual UH Mānoa Excellence in Teaching Awards highlight the importance of quality teaching at the University of Hawai'i at Mānoa. The Office of Faculty Development and Academic Support (OFDAS) administers this process.

AWARDS

Excellence in Teaching Award	Number of Awardees
Board of Regents (BOR) Medal for Excellence in Teaching	6
Presidential Citation for Meritorious Teaching	6
Frances Davis Award for Excellence in Undergraduate Teaching	1

TIMELINE

1. OFDAS facilitates the online nomination process. Any student, faculty member, staff, administrator, or alumnus may nominate a faculty member from September 20 through **October 18, 2023** at www.ofdas.hawaii.edu.
2. OFDAS compiles nominations and sends lists to each college/school liaison by **October 24, 2023**.
3. The College/School Deans will appoint a committee to select their finalists and submit their e-dossiers to OFDAS by **January 11, 2024**.
4. The campus-wide Mānoa Awards Committee will receive the finalists' dossiers and submit recommendations to the President.
5. Award recipients will be announced in April or May 2024.

For more information please visit: www.ofdas.hawaii.edu.

College/School Procedures For Screening And Selecting Finalists

The Dean will establish an awards committee to screen nominees and select its finalists. The Committee Chair should be an associate dean or appropriate senior faculty member. The Committee may choose to develop additional college procedures and internal deadlines for application material review.

The Committee shall ensure that:

- Each nomination falls under their College/School. If it is discovered that a nominee does not fall under their College/School, immediately email OFDAS at ofdas@hawaii.edu so that the nomination(s) may be reassigned.
- The College/School does not exceed its quota.
- Each finalist has included summaries of six semesters of student evaluations (see sample form attached). Maximum of three student comments per class. Raw data should not be included and will not be considered.
- Each finalist has included the required number of letters of support (minimum of five, maximum of eight). Additional letters should not be included and will not be considered.
- **The college/school is encouraged to advise candidates to include only pertinent information and materials that demonstrate creative and innovative teaching in the dossier. An excessive documentation may hinder a thorough and complete review, rather than enhance the presentation and review process and will not increase one's chances of a positive outcome.**

The Committee must forward the finalists' dossiers to OFDAS by **3:00 p.m., Thursday, January 11, 2024:**

Via UH FileDrop Service (<https://www.hawaii.edu/filedrop/>)
Mānoa Awards Committee c/o OFDAS
UH FileDrop to ofdas@hawaii.edu

eDOSSIER REQUIREMENTS FOR FINALISTS

A single eDossier PDF for each finalist must include these items and be organized in the following order:

- A statement of a philosophy of teaching, maximum of three pages
- Letters of support from people with different perspectives (student, colleague, department chair, etc.) : minimum of five letters, maximum of eight letters
- Summaries of six semesters of student evaluations (see sample form attached). Maximum of three student comments per class. Do not submit raw data.
- *Curriculum vitae*
- Supporting materials demonstrating creative and innovative teaching with only pertinent content to avoid an excessive amount of documentation

Dossiers of past awardees may be viewed at OFDAS in Kuykendall 107 from 9:00 a.m. to 4:00 p.m., Monday through Friday. Please email ofdass@hawaii.edu for an appointment.

Board of Regents (BOR) Medal for Excellence in Teaching Presidential Citation for Meritorious Teaching

ELIGIBILITY

- Full-time UH Mānoa faculty members with instructional duties and an established record of accomplished teaching for the last three years at UH
- EWC or Research Institute joint appointees with at least 50% teaching loads during the previous three years up to and including the current Fall semester
- Faculty who do not meet the strict eligibility criteria (*e.g.* Specialist Faculty teaching duties) may include a letter of explanation from the Dean and will be considered on an *ad hoc* basis by the Mānoa Awards Committee.
- The Board of Regents (BOR) award is only awarded once in a lifetime. Previous BOR award recipients are not eligible for a second BOR nomination or award, but could be eligible for a Presidential Citation.

CRITERIA

- **Subject Mastery and Scholarship** - The teacher demonstrates mastery of the subject matter in courses taught, has the ability to organize, emphasize and clarify ideas, elicit useful questions, communicate knowledge beyond the mere exchange of information. The teacher blends new ideas, research and developments into classroom instruction.
- **Teaching Effectiveness and Creativity** - The teacher has developed effective skills in managing the art and craft of teaching; well-prepared for class, interesting and clear presentations, fair and reasonable evaluation of students, ability to encourage and motivate learning in students. The teacher is open to new techniques and approaches to stimulate learning, and demonstrates these qualities in innovative ways.
- **Personal Values Beneficial to Students** - The teacher has an interest in student learning and the quality of the learning environment, is enthusiastic about teaching, approachable, tolerant of different viewpoints, and sensitive to cultural, ethnic and gender differences among students. The teacher treats students with respect and promotes civility and good relationships among students.

FRANCES DAVIS AWARD FOR EXCELLENCE IN UNDERGRADUATE TEACHING

The Frances Davis Award for Excellence in Undergraduate Teaching is a tribute to the late Frances Davis. An inspired teacher, she taught mathematics at UH Mānoa and UH Leeward for nineteen years. Its purpose is to recognize the teaching excellence of a full-time junior faculty member at the University of Hawai'i. Candidates should demonstrate a record of dedication to teaching, excellence in the design and instruction of lower division or interdisciplinary undergraduate courses, and service to undergraduate students. The award recipient will receive a cash award and a certificate.

ELIGIBILITY

- Full-time, UHM Instructors (I2) or Assistant Professors (I3)

CRITERIA

- Demonstrated professional expertise as exhibited in teaching success
- Demonstrated interest and involvement on behalf of students
- Performance as exemplar for students

A SAMPLE FORMAT FOR STUDENT EVALUATION SUMMARIES

Summary of Student Evaluations

Course Number: (course title / semester year)

Semester/ Year	CRN	Course Number	Course Title	Approx. Credit Hours	No. of Students	Class Average	UH Department Average	UH Mānoa Global Average

Maximum of Three (3) Representative Student Comments Per Class

1.

2.

3.

Teaching Award Cycle Timeline

September 20, 2023	Online Nomination Process Begins Email memo to College Deans, Liaisons, Assistants/ Secretaries, and Department Chairs. Post to UH Calendar of Events and submit for campus-wide announcement via Announce@UH.
October 18, 2023	Deadline to Submit Online Nominations OFDAS compiles nominations and sends lists to each college/school liaison by October 24 th .
October 24, 2023	College/School Review Nominations & Select Finalists - Dossier Preparation to January 11, 2024 Committees ensure strict adherence to dossier requirements.
January 11, 2024 at 3 p.m.	Deadline for College/School to UH filedrop finalist dossiers to OFDAS College/Schools may not exceed their assigned quota.
January 17 to February 27, 2024	Mānoa Awards Committee Reading, Review and Evaluation OFDAS circulates 6-7 dossiers weekly to committee members during the 5-6 week reading cycle.
March 1-8, 2024	Awards Committee meets to discuss and finalize award recommendations OFDAS submits recommendations and letters for final approvals.
March 25 to April 5, 2024	Approvals and finalization of award letters OFDAS sends congratulatory letters to finalists. Awardees contact OFDAS to confirm their acceptance of the awards. OFDAS processes awards and BOR medals through UHM, UHF, and UH system. OFDAS prepares awardee biographies for announcements.
April or May	Announcement of Award Recipients