

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:

- The college/school is encouraged to advise candidates to include only pertinent information and materials that demonstrate creative and innovative teaching in the dossier. • 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 ofd@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 (sample form is attached if needed). 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.
- An excessive amount of 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., Friday, January 10, 2025:
Via UH FileDrop Service (<https://www.hawaii.edu/filedrop/>)
Mānoa Awards Committee c/o OFDAS
UH FileDrop to ofd@hawaii.edu