Recognizing Teaching Excellence
New York University presents the

Distinguished Teaching Award

Information and Guidelines

The Award

The Distinguished Teaching Award reaffirms the University’s commitment to teaching excellence and is given annually to selected outstanding faculty members of New York University. It comprises a specially designed medal and a monetary award.

2015-2016 Deadlines

Nominations by students, faculty and alumni – Friday, November 20, 2015

Final nominations from individual schools – Friday, January 29, 2016

Selection Criteria

The award was established to recognize faculty who have contributed significantly to the intellectual life of the University through their teaching. Recipients of the award will have demonstrated their excellence as educators over a sustained period of time.

Criteria include the following:

• A record of outstanding teaching effectiveness both within and outside the classroom
• The ability to inspire, promote, and sustain the intellectual development of students
• A pedagogical approach that is innovative (new approaches using current or new models of teaching), intellectually rigorous, creative, and engaging
• Demonstrated scholarly/professional contributions and their integration into the classroom that foster critical thinking and challenge students to independent inquiry
• Advising/mentoring of undergraduate or graduate students or doctoral and clinical supervision—interactions outside of the classroom and the quality of such interactions
• Contribution to developing or enhancing curricula in the field
• Length of service
• Internal school awards/honors received
Eligibility

Only full-time faculty members with at least ten years of service at NYU who currently hold one of the following titles are eligible:

- Professor, Associate Professor, Assistant Professor
- Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor
- Research Professor, Research Associate Professor, Research Assistant Professor
- Master Teacher, Teacher
- Arts Professor, Arts Associate Professor, Arts Assistant Professor

Please note that while current adjuncts are not eligible for consideration, current full-time faculty may count past adjunct service towards the ten year eligibility requirement.

Procedure for Submitting Nominations

Students, faculty, and alumni are invited to submit nominations to the appropriate School Representative. Each school, according to its own procedures, may select one candidate from among its nominees to forward to the All-University Selection Committee, which makes the final selections.

School Nominating Committees and Representatives

Generally, each school constitutes a representative nominating committee that comprises faculty, students, school alumni, and a representative of the dean’s office. It is the task of each school committee to establish criteria that reflect the particular character of what is defined as excellent teaching in that school and to establish procedures for receiving nominations and supporting information. Each school committee may nominate one candidate to forward to the All-University Selection Committee.

All-University Selection Committee

A special University committee made up of faculty, students, alumni, and administrators serves as monitor and liaison with each school’s representative and makes final recommendations of candidates for the Distinguished Teaching Award (DTA). In making its selection, the committee wishes to recognize the diversity of the University and the diverse forms that teaching may take in the different schools of the University.
Submission of Nominations to the All-University Selection Committee

Each school may submit one candidate to the All-University Selection Committee for consideration. See below for format of nomination submission.

Format of Nomination Submission to the All-University Selection Committee

Nomination packets will be accepted as electronic files. All files should contain the following information:

1. **Face Sheet Listing**
   a. School
   b. Name of candidate
   c. Full title of candidate, including rank and years of teaching at NYU
   d. Candidate’s home and office addresses and telephone numbers, office fax number, and E-mail address
   e. List of school nominating committee members
   f. Name, address, and telephone number of the DTA School Representative

2. **School committee statement of:**
   a. Particular criteria used in its selection process (not to exceed one double-spaced page)
   b. A clear and detailed argument based on factual evidence that led the committee to select this candidate (not to exceed two double-spaced pages)

3. **Dean’s statement of support**

4. **Departmental chairperson’s statement of support (if applicable)**

5. **Student/alumni letters of support (not to exceed a total of 10 letters)**

6. **Student Ratings (within the last four years)**

   For information on how to compile Student Ratings, see page 4

7. **Colleagues’ letters of support (not to exceed 3 letters)**

8. **A list of courses taught per semester for the last four semesters along with student enrollments in those courses; include an outcome and syllabus for each distinct course**

9. **Candidate’s statement of his or her teaching philosophy, which is presumably already on file in the department office; should include learning objectives, how and why certain methods are chosen, and assessment of having achieved the objectives**

10. **Curriculum vitae**

*Letters in excess of the maximum requested will be discarded.*
INFORMATION FOR COMPILING STUDENT RATINGS

The section of the nomination packet reporting student ratings should not exceed two pages. One page should contain quantitative data, and the other page should contain quotations of student comments. As the format of student ratings varies from school to school, please provide a short explanation of the ratings scale at the beginning of this section.

Quantitative Data

Quantitative data, if available, should include student numerical information for all courses taught by the candidate during the most recent four-year period, separated by course and section.

The scale used should be clearly indicated. That is, it is important to state the range of possible rating scores (for example, 1–5, 1–7, etc.). It is equally important to note if 1 is the highest or the lowest ranking on the scale used.

If possible, please also provide comparative data on student ratings of other faculty in the same department or teaching similar courses. With this information the Committee can better evaluate your candidate in relation to his/her colleagues.

Qualitative Data

Student comments should come to the Committee with minimal intervening interpretation. That is, the bulk of this page should be actual quotations of remarks that students made on their ratings, rather than summaries prepared based on the ratings, which indicate that the student comments were “laudatory,” or gave “high praise” to the faculty member.

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Deadlines:

Nominations by students, faculty, and alumni to the School Representatives:

**Friday, November 20, 2015**

Final nominations forwarded by School Representatives to the All-University Selection Committee:

**Friday, January 29, 2016**

School Representatives should submit an electronic copy of the nominating materials by the final nomination deadline to: facultyresources@nyu.edu

Office of Faculty Resources
194 Mercer Street, 4th Floor
New York, NY 10012-1502