

FLORIDA A&M UNIVERSITY
ADVANCED TEACHER OF THE YEAR (2024-2025)
CHECKLIST

At the time of application submission, all supporting documents should be provided for the following categories organized and labeled in the given order (include an updated vita and the completed information form) for the appropriate academic year only.

Teaching Effectiveness

Include supporting documents.

1. Class Preparation
2. Teaching Involvement
3. Student-Instructor Interaction
4. Faculty Responsibility Printout (signed Assignment of Responsibility)
5. Vita
6. Faculty Evaluation (current year, course materials, signed)
7. Teacher Course Materials (i.e. syllabi, course outlines, examinations, A/V material, etc.)
8. Letters from colleagues and students (include at least one in each category)

Mentoring

Include supporting documents.

1. Accessibility to students
2. Mentoring/Performance
3. Amount/Quality of Mentoring both within/outside the Major teaching area
4. Contact with students outside of class (i.e., student organizations, chaperones to meetings, etc.)

Special Contributions

Academic program and students. Include supporting documents.

1. Impact/Quality – Major teaching area
2. Impact/Quality – Throughout the University
3. Non-Academic contact – Students

Scholarly Activities

Include supporting documents.

1. Research/Creative Ability/Grads
2. Number and Title of books/articles/creative activities
3. Names of and participation in professional organizations
4. Professional Recognition – Local/State/Regional/National/International

Service

Include supporting documents.

1. Performance of Service
2. Service to Department/College/University
3. Service to Community/Public Service

Qualifications

- All full-time faculty members (at least five years at the University) who teach a minimum of two undergraduate/graduate courses per semester, have assigned mentees, and have not been recognized with the award in seven years qualify.
- Faculty members who have received the “Teacher of the Year” award but who have not won an “Advanced Teacher of the Year” award are likely nominees.
- No person may receive two awards in the same year.
- Prospective awardees must supply data evidence in support of successful teaching, mentoring, research, and public service.

Nomination

Students, faculty, administrators, and alumni may nominate faculty members who exemplify the highest quality in teaching, research and public service.

Nomination Criteria

Faculty members who have demonstrated continued excellence in teaching effectiveness, mentoring, research, and public service are to be nominated. All criteria for the Teacher of the Year award also apply.

- Demonstrates a commitment to engage and help students in a caring manner that reinforces principles of excellence in education and authentic support for personal, academic, and professional development.
- Maintains a thorough knowledge/mastery of the academic requirements/program(s) they are assigned to and all institutional policies, procedures, regulations, and supports relevant to students. This includes a knowledge base and collaborative relationships with other appropriate resources that students can be referred to for additional assistance.

- Demonstrates strong interpersonal skills and a genuine interest in and knowledge of students' characteristics, culture, background, goals, and expectations. Demonstrates an interest in—and uses innovative efforts focused on motivating/stimulating students' interest to learn.
- Demonstrates a mastery of teaching content, strategies and implementation.
- Demonstrates availability and responsiveness to students/advises, faculty and/or staff in their role as teacher.
- Continuously monitors student progress toward academic and career goals and is able to itemize student successes.
- Continues to engage in professional development and seeks to improve teaching skills.

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APPLICATION

Name:	
Rank/Position:	
Program:	
Department:	
College:	
Campus Address:	
Campus Phone Number:	
Other Phone Number:	
Email:	

I. Teaching Experiences

Discuss your teaching preparation, interaction and responsibilities.

Attach the following supporting documents for the previous academic year ONLY:

1. Class Preparation
2. Teaching Involvement
3. Student-Instructor Interaction
4. Course Evaluations
5. Assignment of Responsibility (both semesters)
6. Curriculum Vitae
7. Faculty Evaluation (most recent)
8. Teacher Course Materials (syllabi, course outlines, examinations, A/V material, etc.)
9. Any written materials (not recommendations) received from colleagues and students

II. Professional Affiliation/Participation

List your active memberships in professional organizations and any positions held for the previous academic year **ONLY**.

[illegible]

III. University Service

List your active university service and any positions held for the previous academic year ONLY.

[illegible]

IV. Public Service

List your active community service and any positions held for the previous academic year ONLY.

Year	Organization	Position

V. Publications

List your published written work for the previous academic year ONLY:

National Refereed:
National Non-Refereed:
International Refereed:
International Non-Refereed:

List your unpublished written work and its current stage of development for the previous academic year ONLY:

National Refereed:
National Non-Refereed:
International Refereed:
International Non-Refereed:

VI. Presentations

List presentations given during the previous academic year ONLY.

National:
International:

VII. Creative Projects

Creative works may be defined by workshops presented, patents received, performances conducted, phone apps or video games created, exhibitions curated or participated, etc. All related professional projects for the previous academic year **ONLY** that have not been listed in the previous questions may be listed here.

VIII. Research and Project Funding

List any funding received or applied for (not received or still under consideration) that is related to your academic practice during the previous academic year **ONLY**.

Received:
Applied:

IX. Professional Recognition

List any professional awards or recognition received during the previous academic year ONLY:

X. Recommendations

At least one letter must be received for each category.

Colleagues:	
Students:	

Signature

Date