AWARD FOR OUTSTANDING CONTRIBUTIONS TO POSTBACCALAUREATE, GRADUATE, AND PROFESSIONAL EDUCATION

Purpose

Commencing in 1998-1999, the University of Minnesota recognized a select group of faculty members for their outstanding contributions to postbaccalaureate, graduate, and/or professional education. This honor is awarded annually to exceptional candidates nominated by their colleges in their quest to identify excellence in postbaccalaureate, graduate, and/or professional education. In addition to honoring individual faculty members, the award will contribute to the improvement of postbaccalaureate, graduate, and professional education at the University by publicizing their work to serve as resources to the whole faculty.

The award is made possible through generous support of the University of Minnesota Alumni Association and the Office of the Senior Vice President for Academic Affairs and Provost.

Eligibility

Regular faculty (tenure-track and tenured) and term faculty (non-regular) salaried through the University and holding a 66 2/3% time or greater appointment, who have been at the University of Minnesota for at least five years, including the current year, may be nominated for the award. Previous nominees who did not receive the award may be renominated; previous winners will be ineligible.

Self-nomination is not allowed.

For the purposes of this award, graduate and professional students are defined as students who are pursuing a postbaccalaureate, graduate, or professional program.

Awards

During the 2005-2006 academic year, up to eight University of Minnesota faculty members will be selected to receive the award with the announcement of award recipients to be made mid-March. Recipients will receive a $3,000 continuous augmentation to their annual salary during their lifetime as a University of Minnesota faculty member. In addition, each recipient's department will be given $1,500 annually for five years to be used by the recipient for professional development or research.

Criteria

Nominees will be evaluated on the basis of a dossier documenting outstanding contributions to postbaccalaureate, graduate, or professional education. The dossier should provide specific evidence of outstanding performance in one or more--not necessarily all--of the categories listed below:
1. Excellence in instruction.

2. Involvement of students in research, scholarship, and professional development.

3. Development of postbaccalaureate, graduate, and/or professional instructional programs.

4. Advising and mentoring of students.

This list should not be considered exhaustive or restrictive. The selection committee will consider any and all outstanding contributions to postbaccalaureate, graduate, and/or professional education described by the materials provided. The magnitude of an outstanding contribution in one area may compensate for little or no contribution in other areas.

The selection committee will consider outstanding contributions ranging from broadly distinguished performance over many years to a single extraordinary contribution. Persons receiving awards will be those whose contributions to postbaccalaureate, graduate, and/or professional education the selection committee considers the most outstanding in a given year and also genuinely outstanding regardless of the year or the competition. The University of Minnesota is a research university, so the dossiers of all nominees should include evidence of their intellectual distinction.

Selection of College Nominees

Each college engaged in postbaccalaureate, graduate, and/or professional education may submit, on or before Thursday, January 26, 2006, the following number of nominations:

1) College of Liberal Arts, Institute of Technology, College of Agricultural, Food & Environmental Sciences, Medical School, Duluth campus - up to 5 nominations
2) Carlson School of Management, College of Education & Human Development, College of Biological Sciences, School of Public Health, College of Human Ecology, School of Dentistry - up to 2 nominations
3) All other units - 1 nomination

Colleges may nominate faculty members of other colleges as well as their own.

Suggestions for nominees may be made to the college nominating committee1 by individual students and faculty members, by departments and other administrative units of the college, and by student organizations and associations. Colleges nominating committees should inform the faculty, students, and staff of that college of its nominating procedures well in advance of beginning the selection process.

1 All colleges (small as well as large) are encouraged to have nominating committees.
Nomination Procedure

After selecting its nominees, the college, in consultation with the nominee, should prepare the nominee's dossier for review by the Graduate-Professional Award Selection Committee. This selection committee, which is appointed by and reports to the Senate Committee on Educational Policy (SCEP), is composed of five faculty members and one graduate or professional student, and a representative of the University of Minnesota Alumni Association.

Organization and Presentation of Dossiers

The college should submit an original plus seven copies of each candidate's dossier to the Graduate-Professional Award Selection Committee, 234 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455 by no later than 4:00 p.m., Thursday, January 26, 2006. In addition to including the nomination form in each candidate's dossier, the designated college contact will submit the nomination form online, using a previously provided password and web site address for the online form submission. If this information has not been obtained, contact Karen Zentner Bacig, kbacig@umn.edu, 612.624.5082. Decisions will be based on the content of the dossier, not on the dossier appearance. In order to maintain a similar appearance and reduce the burden to the college and nominees, each copy should be submitted in a plain report cover with index tabs (no three-ring binders, please). Photographs, videos, and other types of visual materials not central to the dossier are discouraged. Brevity is encouraged in assembling the following materials. Items should be presented in the order listed below.

Successful dossiers will be made available for public review and various University of Minnesota editors may publish information from these dossiers in materials regarding the Graduate-Professional Award. Dossier contents will be publicly available, except for information covered by the Minnesota Data Privacy Act. Private or personal materials should not be included as part of the dossier.

a. The nomination form and release form. The nomination form must also be submitted online.

b. A statement of no more than five pages (using a 12-point font and one-inch margins)* presenting the full case for the nomination and summarizing the dossier, with specific reference to the criteria listed in these guidelines.

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2 The dossiers from the 2004-2005 award recipients may be reviewed at the following libraries:
Twin Cities: Walter Library, Circulation/Reserve Desk (Perry Dean)
UMD: UMD Library, Reserve Desk (Bill Sozansky)
UMC: UMC Library (Owen Williams)
UMM: Rodney Briggs Library, Reserve Section (Shaheen Haji)
This statement forms the basis of the recommendation and is extremely important for the review process. The author should describe the nominee's qualifications and other relevant criteria, focusing on specific details. The aim of this statement is to set out a convincing and detailed case for the nominee's outstanding contributions to postbaccalaureate, graduate, or professional education.

c. **Personal statement by the candidate of no more than 1,200 words (using a 12-point font type and one-inch margins)**, addressing the criteria for the award and the impact on student learning.

d. **The candidate's curriculum vitae** of no more than four pages (using 12-point font and one-inch margins) organized according to the following rubric: Education; Courses Taught at the University of Minnesota; Program and Curricular Development; Service; Outreach and Other Activities Related to Teaching/Learning; Publications (a summary list of the candidate’s most important published works).

e. **A list of graduate/professional courses taught at the University of Minnesota over the previous five years of active teaching**, along with a numerical overview compiled from student evaluations, arranged according to the form supplied. For courses with both undergraduates and graduate/professional students, please specify the percentage of graduate/professional students enrolled. Up to one additional page of assessment of student learning can be included.

f. **Up to ten supporting letters**, three of which must be from individual graduate/professional students, past or present. The remaining letters may be from students, faculty, administrators, staff, alumni, or non-University of Minnesota references. In all cases letter writers are encouraged to cite specific examples in support of the case.

*EXCESS INFORMATION WILL NOT BE CONSIDERED.*

**NOTE:** Please retain a copy of the dossier at the collegiate or departmental level as dossiers will NOT be returned or retained centrally