NOMINATION GUIDELINES
2012-2013 HORACE T. MORSE-UNIVERSITY OF MINNESOTA ALUMNI ASSOCIATION AWARD FOR OUTSTANDING CONTRIBUTIONS TO UNDERGRADUATE EDUCATION

Purpose

Each year since 1965, the University of Minnesota has recognized a select group of teachers for their outstanding contributions to undergraduate education. This honor is awarded to exceptional candidates nominated by colleges in their quest to identify excellence in undergraduate education.

The award, named for a former dean of General College, is made possible through generous support of the Office of the Senior Vice President for Academic Affairs and Provost and the University of Minnesota Alumni Association.

Eligibility

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

Self-nomination is not allowed.

For the purposes of this award, undergraduates are defined as students who are pursuing a baccalaureate or an associate degree program. Professional and graduate programs, if they offer education to undergraduates, are encouraged to nominate candidates.

Awards

During the 2012-2013 academic year, up to eight University of Minnesota teachers will be selected to receive the Morse-Alumni Award, with the announcement of award recipients to be made in mid-March. Recipients will receive a $15,000 one-time award.

Nominations will be evaluated by the Morse-Alumni Award Selection Committee, which reports to the Senate Committee on Educational Policy (SCEP), and is composed of at least eight faculty and P&A teachers, one or more student members of the Senate Committee on Educational Policy, and a representative of the University of Minnesota Alumni Association, all of whom, when feasible, serve three-year terms. Of the selection committee members:
• at least one must be a current member of the Senate Committee on Educational Policy
• one must come from each of the coordinate campuses (for a total of three coordinate campuses representatives; no more than one per campus)
• at least two must be former award winners
Criteria

Nominees will be evaluated on the basis of a dossier documenting outstanding contributions to undergraduate education. The dossier should provide specific evidence of outstanding performance in one or more—not necessarily all—of the five categories listed below:

1. **Teaching**: direct contact with students in undergraduate courses and programs and in co-curricular activities. Teaching activities include instructing groups of students in classes, seminars, and laboratories; and supervising individual activities, such as practicums, internships, field-learning experiences, tutorials, performances, exhibitions, and independent study, including supervision of UROP projects. The activities listed above are representative, not exhaustive.

2. **Advising**: activities that aid individual students with course and major selection, career plans, and personal development, especially in ways that go beyond formal curricular advising; and those that provide guidance to student organizations or groups. Documentation should include information about accessibility to students, which ordinarily includes but is not limited to office availability.1

3. **Research and Artistic Activities**: such activities should be documented and discussed in terms of the relationship between these activities and the nominee’s contributions to undergraduate education.

4. **Academic Program Development**: such activities that contribute to the planning, design, or development of improvements in undergraduate education. Contributions in this area include, for example, new courses or a cluster of courses, general-education options in the undergraduate curriculum, and valuable programmatic innovations of any kind.

5. **Educational Leadership**: extra-programmatic activities of any kind and at any level that constitute leadership and contribute substantially to undergraduate education; for example, presenting papers, holding a position such as national or regional officer or program chair in a professional association, or being a member of a college or all-University committee.

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1Where advising is the exclusive or primary contribution, a candidate should be nominated instead, or perhaps in addition, for the John Tate Award for Undergraduate Academic Advising.
This list should not be considered exhaustive or restrictive. The selection committee will consider any and all outstanding contributions to undergraduate 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. For example, not all distinguished classroom teachers have the opportunity to contribute to "academic program development" that persons in administrative offices do, but they may, nevertheless, make outstanding contributions to undergraduate education.

Selection committees will consider outstanding contributions ranging from broadly distinguished performance over many years to a single extraordinary contribution without favoring one kind over another. Persons receiving awards will be those whose contributions to undergraduate 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 (or campus) engaged in undergraduate education may submit up to three nominations. Because of its size, the College of Liberal Arts (Twin Cities) may submit up to six nominations. Colleges may nominate teachers in other colleges as well as their own. The college should submit an online dossier to the appropriate Netfiles folder by no later than 4:00 p.m., Thursday, January 17, 2013.

Because each college may only submit a limited number of nominations, many colleges have an internal selection process to choose their nominees, and therefore, have an internal deadline prior to the University-wide deadline. Each college has a designated college contact for the Morse Award; departments, faculty, and students interested in submitting a nomination should contact their designated contact for information about the college’s internal selection process and deadlines. For a list of designated college contacts, please contact Chris Bremer at 612-625-6176 or breme006@umn.edu.

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 Morse-Alumni Award. Dossier contents will be publicly available except for information covered by the MN Data Privacy Act. Private or personal materials should not be included as part of the dossier.

**Organization and Presentation of Dossiers**

The following guidelines apply to the dossiers that are submitted to the Provost's Office for the University-wide competition. Because the processes by which colleges select their nominees vary significantly, those preparing dossiers at the departmental level should contact their designated college contacts to determine what materials are required for the internal selection process.

In order to maintain a similar format and appearance among dossiers, the Office of the Provost will provide online templates for dossiers selected by colleges for submission to the University-level competition. Dossiers MUST be prepared using materials provided; dossiers prepared with other materials will not be accepted. This policy has been implemented at the specific request of the selection committee to facilitate the review process. Materials will be provided to each designated
college contact, who will compile the final dossiers. **Each dossier should be submitted to the established Netfiles folder.**

Sample dossiers are available for review at http://z.umn.edu/teachingawardsamples. 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.

For item A below, the nomination form should be completed, printed and sent to Chris Bremer (234 Morrill Hall). In addition, the designated college contact will submit the form online, via the Netfiles folder.

For items B-F below, the Office of the Provost provides templates that are downloaded from the Morse-Alumni Award website, under the “nomination materials” category: http://z.umn.edu/morsealumni. Once created, each of these documents should be saved as a PDF in each college’s Netfiles folder.

To download a template, click on the link. A Microsoft Word document will open. Go to the “File” menu and click “Save As” to save the document to your computer. Click on the appropriate fields to enter your data. Templates may be emailed to those who will complete the materials, or they may be accessed directly from the website.

The fonts and spacing of the templates are set to conform to the specifications set forth in the guidelines below. The top margin of each template may be increased to accommodate letterhead, if necessary; please do NOT change any other formatting specifications. Please also note page and word count limitations specified below.

All dossiers must include the following:

a. The http://z.umn.edu/morsealumni and look under the “nomination materials” for the nomination form and the release form (to download, go to appropriate heading). As noted above, the designated college contact will submit the nomination form online.

b. A statement of no more than five pages **(using a 12-point font, one-inch margins, and 1.5 line spacing)***, presenting the full case for the nomination as well as summarizing the dossier, with specific reference to the criteria listed in these guidelines. This statement forms the basis of the nomination 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 undergraduate education.

c. **Personal statement by the candidate of no more than 1,200 words**(using a 12-point font, one-inch margins, and 1.5 line spacing)*** 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 a 12-point font, one-inch margins, and 1.5 line spacing)*** 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 undergraduate 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 upper division courses please specify the percentage of undergraduates enrolled. Up to one additional page of assessment of student learning can be included.

f. **Up to eight supporting letters**, three of which must be from individual undergraduate 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.

**Additional information will not be considered.**

NOTE: Please retain a copy of the dossier at the collegiate or departmental level for your records.

**Additional Instructions for Designated College Contacts**

Designated college contacts should inform departments, faculty, instructional P&A staff, and students of the college’s internal selection process well in advance of the internal deadline, in order to ensure adequate time for dossier preparation. All colleges, small as well as large, are encouraged to have nominating committees to oversee the process and review nominations. As noted above, the designated college contact must submit the nomination materials for each nominee online in the designated Netfiles location. Designated college contacts will work with Chris Bremer (612-625-6176 or breme006@umn.edu) to coordinate this process.