




**Memorandum**

MARY ANNE FITZPATRICK, DEAN  
FOUNDATION Distinguished PROFESSOR OF PSYCHOLOGY  
COLLEGE OF ARTS AND SCIENCES

August 17, 2010

To: College of Arts and Sciences Chairs and Directors

From: Mary Anne Fitzpatrick 

Re: Announcement of College of Arts and Sciences Teaching Award for  
Non-Tenure-Track Instructional Faculty

---

I am pleased to announce a new award: the College of Arts and Sciences Teaching Award for Non-Tenure-Track Instructional Faculty.

The purpose of this award is to recognize the significant contributions to the mission of the College made by instructors, senior instructors, lecturers, clinical instructors, and clinical professors. These faculty teach substantial numbers of undergraduates in our courses, laboratories, and studios. Together with our tenured, tenure-track faculty, these faculty enable the College to provide an excellent educational experience not only for our own majors, but for all undergraduates in the University of South Carolina.

The University recognizes the exemplary teaching of tenured, tenure-track faculty each year through the Mungo Teaching Award program, but there is currently no comparable program for recognizing the outstanding work of other instructional faculty. The College is pleased to initiate an awards program that will recognize and highlight the valuable contributions made by our own non-tenure-track faculty.

Each year, the College will recognize two individuals with this award. Enclosed is a document detailing nomination procedures. Please note that the deadline for submission of completed nomination packets is **March 18, 2011**.

Thank you for all that you do for the College and our students.

Enclosure

**NTT Undergraduate Teaching Awards  
2010-2011**

**PURPOSE**

The purpose of the award is to recognize excellence in undergraduate instruction in the College of Arts and Sciences at The University of South Carolina by instructional faculty members. There will be two awards made each year. Awardees will each receive a \$2,000 cash award.

**ELIGIBILITY**

Eligibility for the award will be limited to full-time instructional faculty engaged in undergraduate instruction, who have been at the University a minimum of three years at the time of their nomination, and hold the title of instructor, senior instructor, lecturer, clinical instructor, or clinical professor (any rank). Tenured and tenure-track faculty are not eligible to be nominated.

**PROCESS**

1. Individual faculty members, departments, or student organizations may submit one or more nominations for a teaching award. Nominators should coordinate their nominations with the chair of the nominee's department.
2. Each nominee shall hold the rank of instructor, senior instructor, lecturer, clinical instructor, or clinical professor (any rank) and should have completed at least three years at the University of South Carolina while in one of these ranks at the time of the nomination.
3. Supporting data for each nominee shall be supplied in the following order:
  - a. Nomination title page.
  - b. A brief curriculum vita of nominee of not more than 3 pages.
  - c. A letter from the department chair supporting the nomination and stressing the nominee's contributions to the academic mission of the department. The letter should indicate what qualities make this nominee extraordinary, not just very good or consistent, but how he/she has made an unusual impact in teaching. The letter should also highlight the contributions and achievements of the nominee that indicate dedication to and excellence in teaching.
  - d. Two supporting letters from present or past students. At least one of these letters should be from a student with recent or current contact with the nominee.
  - e. Two supporting letters from colleagues (other than students) who are qualified and specifically asked to comment on the nominee's teaching capabilities.
  - f. A **summary** of student evaluations of teaching, including (1) numerical data (where applicable) and (2) a representative selection of student comments. The summary of numerical data should include: (a) a copy of the questionnaire(s) used; (b) a description of how the student evaluations are solicited; (c) the one or two questions that most accurately reflect the teaching achievements of the candidate and **summarized** semester scores for those questions.
  - g. A **summary** statement from the nominator of not more than *one page* that highlights the major reasons why the nominee should be considered for special recognition.
4. The deadline for the receipt of completed nominations is **March 18, 2011**. Nominations must be submitted to Assistant Dean Sonya Brown, 410 Gambrell Hall.
5. Nominations will be reviewed by the Senior Staff of the College and awards presented/announced at a later date to be determined.

