

**Time Line for the 2009 Teaching Awards
May 8, 2009**

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| 11/14/2008 | Send letters to Chancellors requesting nominations and portfolio submissions. |
| 2/1/2009 | Campus portfolios received in the President's office. |
| 2/1/2009 | Initial kick off meeting with printer to discuss project schedule for invitations and program booklet |
| 2/1/2009 | Contact Gilchrist (re: database management for event) |
| 2/12/2009 | Present a list of the campuses' 2009 BOG teaching award nominees to the Personnel & Tenure Committee |
| 2/13/2009 | P&T Chair requests final approval of teaching award nominees to the full board in Closed Session |
| 3/1/2009 | Begin development of guest list. |
| 3/20/2009 | Present 2009 teaching award nominees' citations to the P&T Committee and assign Program speaking roles by P&T members and incorporate into Script |
| 3/20/2009 | Send congratulatory letter to the nominees from Chairman Gage (include language in her letter requesting nominees to submit guest lists) |
| 3/27/2009 | Begin to develop guest list. |
| 3/30/2009 | Confirm categories of invitees with Jeff Davies' office. Mail invitations. |
| 4/1/2009 | Bruce Mallette's letter to go out with order of events. |
| 5/1/2009 | Email script to P&T Committee Chair for review |
| 5/8/2009 | BM and KG meet with P&T Committee to review final script |
| 5/9/2009 | BOG Teaching Awards Luncheon at locale to be determined (previous years had at the The Carolina Inn). Shuttle service to and from GA to *locale* will be provided for BOG members immediately following the meeting. |
| 6/09 | Return portfolios to campuses |

- 7/09 Prepare report on the campuses' allocation and distribution of funds.
- 9/09 Report to Board on the campuses' allocation and distribution of funds.

MEMORANDUM

To: Chancellor <insert name>

From: Bruce Mallette
Senior Associate Vice President for Academic and Student Affairs

Date: November 17, 2008

Subject: 2009 Board of Governors Awards for Excellence in Teaching

This memo outlines the process to submit your campus nominee for the 2009 Board of Governors Awards for Excellence in Teaching. Your nomination and supporting materials should be received in the President's office **by 5:00 p.m., Monday, February 2, 2009**. Your supporting materials should include:

1. A brief written statement which articulates the nominee's teaching philosophy and methods used to achieve educational goals;
2. Copies of selected peer teaching evaluations;
3. A minimum of three (3) letters of nomination or statements from colleagues, current or former students, department chairs, deans;
4. The nominee's resume or curriculum vitae;
5. A current electronic photographic image (preferably a head shot) at least 300 dpi;
6. A 500 word citation that will be used to honor the faculty member at the Teaching Awards Luncheon. A sample citation from one of last year's recipients is enclosed for your reference.

This year, you have **two options for submitting your nomination and supporting materials**:

- A. Submission via electronic format, i.e., files on a DVD / CD-ROM or an email with attachments. If you use this option, please label your files #1 - #6 as outlined above. We encourage electronic submission.

or

- B. Submission in hardcopy in a 3-ring binder not to exceed 3" capacity that is arrayed by sections #1 - #6 above. The binder will be returned to you after the Teaching Awards Luncheon in May.

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After the Board of Governors approves your campus nominees at its March meeting, you will be notified so you can arrange your campus events and announcements to celebrate your recipient. The Teaching Awards Luncheon will be held on Friday, May 8, 2009 in Chapel Hill (details TBA). The luncheon serves as the culmination for the winners of the Awards.

As in the past, you will report on the use of Board of Governors teaching award funds on your campus **by 5:00 p.m., Monday, June 15, 2009**. Instructions will be sent to you as to the format for this submission when you are notified of your award recipient. Any funds not awarded to campus teaching award winners must be returned to the Board of Governors' account by 5:00 p.m., Tuesday, June 30, 2009.

Please contact me if you have any questions about the selection process or schedule for the 2009 Board of Governors Awards for Excellence in Teaching.

Enclosures: Board of Governors 400.3.6 and 400.3.6.1 [G]
Sample citation

cc: Erskine Bowles, President
Harold Martin, Senior Vice President for Academic Affairs
Dudley E. Flood, Chair, Personnel and Tenure Committee, Board of Governors
<insert campus CAO>, Provost
Judith Wegner, Chair, Faculty Assembly
Bart Corgnati, Secretary to the University