

MEMORANDUM

TO: John Murphy, College of Architecture, Construction & Planning
Wm. Gerard Sanders, College of Business
Betty Merchant, College of Education and Human Development
JoAnn Browning, College of Engineering
Ann Eisenberg, Honors College
Dan Gelo, College of Liberal and Fine Arts
Rogelio Saenz, College of Public Policy
George Perry, College of Sciences
Lawrence Williams, University College

FROM: John Frederick, Provost and Vice President for Academic Affairs

SUBJECT: Nominations for President's Distinguished Achievement Awards
& Howe Outstanding Undergraduate Teaching Award, 2016

DATE: November 2, 2015

Twelve presidential awards of \$1,000 each will be awarded during the University Excellence Awards Ceremony on April 14, 2016. In addition, \$1,000 will be added to each recipient's base salary rate, pending availability of permanent funding, effective September 1, 2016.

The University is also seeking nominations for the Howe Outstanding Undergraduate Teaching Award. Each of two recipients will receive a one-time award of \$2,000. (Note that this is a separate award from the Howe Excellence in Service to Undergraduate Students Award.).

At this time, I am asking each college to develop a nomination procedure that will culminate in the submission of the following maximum number of nominees for each award category:

College	Number of Nominees *
CACP	1
COB	4
COE	2
COEHD	3
COLFA	5
COPP	1
COS	4
UC	1
Honors	1

** Faculty may only win a President's award category once. Recipients of the Howe Outstanding Undergraduate Teaching Award are eligible for re-nomination after a five-year period.*

Specific, relevant information, including each award's expressed purpose; materials to be submitted for each nominee's portfolio; and a list of former award recipients is available online at <http://www.utsa.edu/facultyawards/>.

In addition to the appropriate nomination materials, each nomination packet must include a completed college nomination form (see attached). Please note that the Core Curriculum Teaching Award nomination materials and the Howe Outstanding Teaching Award require additional applications to be completed by the nominees. The applications for these awards are available on the Faculty Awards website and are attached for your convenience.

Awards will be given for each of the following categories:

- * **Teaching Excellence** (tenured faculty), one award
- * **Teaching Excellence** (tenure-track faculty), one award
- * **Teaching Excellence** (non-tenure-track faculty), one award
- * **Teaching Excellence: Core-Curriculum** (tenured and tenure-track faculty), one award
- * **Teaching Excellence: Core-Curriculum** (non-tenure-track faculty), one award
- * **Howe Outstanding Undergraduate Teaching** (tenured/tenure-track or non-tenure-track faculty), two awards
- * **Research Achievement** (tenured faculty), one award
- * **Research Achievement** (tenure-track faculty), one award
- * **Performance, Creative Production, or Other Scholarly Achievement** (tenured and tenure-track faculty), one award
- * **Excellence in University Service** (tenured and tenure-track faculty), one award
- * **Excellence in University Service** (non-tenure-track faculty), one award
- * **Excellence to Community Service** (tenured and tenure-track faculty), one award
- * **Advancing Globalization** (tenured and tenure-track faculty), one award

Each dean's office should upload completed nomination packets to SharePoint no later than **Friday, January 29, 2016**. Specific SharePoint links will be provided to your office soon. Requests for additional information should be directed to Sarah Soulek (sarah.soulek@utsa.edu) or to Dr. Nancy Martin (nancy.martin@utsa.edu).

Thank you for your prompt attention to this matter.

JF/ss

Attachments

xc: Ricardo Romo, President
Nancy Martin, Associate Vice Provost
Department Chairs
ASOs