

**Teaching Fellows/Teaching Assistants Committee  
Report to Faculty Senate**

1. List of active members including the name of the Committee Chair.

	Group	Department	Committee Term Ends	Number of Meetings Attended	Number of Meetings Absent (total, excused)
Myra Walker (co-chair)	I	COVAD	2010	2	0
Timothy Montler	II	ENGL	2008	1	1,0^
Duncan Weathers	III	PHYS	2008	2	0
Janice Hauge (co-chair)	IV	ECON	2009	1*	1,1
Stephen Poe	V	FIREL	2010	2	0
Angela Nievar	VI	CDHE	2010	2	0
Nicole Dash	VII	SOCI	2008	0**	2,2
Paula Homer	VIII	MUSIC	2009	0***	2,2

\* Spring Meeting – flu; e-mailed TA/TF award recommendations

\*\* Fall Meeting – out of town; Spring Meeting – conflict with teaching schedule

\*\*\* Fall Meeting – schedule conflict; Spring Meeting – “e-mail malfunction” so unaware of discussions and meeting.

^ Unable to confirm details by the time of submission of this report.

## 2. Committee Report

Standing charge:

- *Selection of students to receive Outstanding Teaching Fellow awards*

This year the criteria for selection and supporting materials for each of the nominations were provided by Dilana King in the Office of the Provost and Vice President for Academic Affairs, and were made available for committee members via e-mail.

The committee met to make the selections. Each committee member had evaluated the nominees independently in advance of the meeting. Scores were averaged for each nominee, and, after a brief discussion, the nominees with the top four average scores were selected as the awardees. Those selected were (in alphabetical order):

**Kristen Keckler**, English

**Luci Martin**, Psychology

**Jennifer Roberts**, Teacher Ed & Administration

**Dwight Hite**, Management

Difficulties faced in completing this charge were limited. Our primary need in the future is to obtain a schedule early in the Fall semester indicating when solicitation for outstanding TA/TFs will be sent, the date applications are to be completed, the date applications will be ready for committee review and the final due date for the committee's recommendation for awards. The chair of the committee is to be responsible for forwarding such information to all committee members.

Additional charges for this year:

- *Work with the Graduate School to implement the Committee's recommendations regarding the standardization of application packets of award candidates.*

To address this issue, some changes were made to the form "CRITERIA & SUPPORTING DOCUMENTATION FOR THE SELECTION OF OUTSTANDING TEACHING FELLOW." Requested changes were submitted to Darlene Callahan in the Office of the Provost on December 12, 2007. We emphasized that individual teaching evaluation forms should not be submitted; rather, an overall summary of such evaluations and their relative strength should be included. We also recommended that in lieu of teaching evaluation forms, two student recommendation letters may be submitted; however these recommendations are not required. The student recommendations must be of similar form to those of the departmental faculty and/or administrative

personnel responsible for supervising the Teaching Fellow. The updated form is attached below.

- *Develop a pedagogy session for TFs.*

We discussed pedagogy sessions that might be applicable and appropriate across departments and colleges. After lengthy debate, we concluded that adding additional sessions (to complement those sessions held by the graduate school) would not serve students as well as assisting and encouraging such sessions to be conducted by TFs' respective departments.

3. Suggestions for future actions or charges to the committee

The committee has been charged with conducting a survey regarding how departments evaluate TFs. This survey should be developed and conducted and the results used to improve both evaluation and instruction within departments.

Respectfully submitted,  
Janice Hauge

## **GUIDELINES FOR THE SELECTION OF OUTSTANDING TEACHING FELLOW**

Four Outstanding Teaching Fellows are awarded annually at the Honors Day Convocation. This year, each recipient will receive \$500 in recognition of his/her superior achievements on **Friday, March 30, 2007 (need date for 2008)**.

Candidates must be nominated by their own major academic department. Nominations are to be made through a subcommittee at the department/division level within the college/school.

- a. In departments/divisions employing ten or more Teaching Fellows, a maximum of one Teaching Fellow for every ten -- or fraction thereof -- may be nominated.
- b. In departments/divisions employing ten or fewer Teaching Fellows, a maximum of one may be nominated.
- c. Departments/divisions are not obligated to nominate any number.

Nominations of preliminary candidates selected by each department/division must be submitted to the Dean. A Dean's Awards Committee will select and submit a rounded 25% of these nominees to the Provost and Vice President for Academic Affairs Office no later than Tuesday, February 12, 2008. The nominations will be forwarded to the selection committee.

## **CRITERIA & SUPPORTING DOCUMENTATION FOR THE SELECTION OF OUTSTANDING TEACHING FELLOW**

1. For the purpose of this award, a "Teaching Fellow" is defined as any Teaching Fellow who has full responsibility for actual classroom instruction, i.e., planning, teaching, evaluating, and assigning grades. In this context, "planning" and "evaluating" are not intended to exclude those who teach a section of a course that uses a common (departmental) syllabus and/or common exams.
2. To be eligible for an award, the candidate must have completed one full year as a Teaching Fellow at UNT.
3. The candidate must currently be enrolled in six or more hours of graduate study during the spring semester in which the award is given; however, the candidate need not be employed as a Teaching Fellow during that semester.
4. The candidate must demonstrate superior teaching. Substantial evidence including informed, first-hand assessments by departmental faculty and/or administrative personnel responsible for supervising and evaluating the Teaching Fellow is required. It is particularly valuable to have input from someone who has observed the TF in teaching.
  - a. A summary of the candidate's quantitative and qualitative student teaching evaluations must be included. Individual teaching evaluation forms should not be submitted. Only summaries of the teaching evaluation scores should be submitted.
  - b. At least two, and no more than three, letters of recommendation from faculty and/or administrators must be submitted. One letter of recommendation must be from the supervisor of the Teaching Fellow within the department/division and one from another faculty member or administrator within the department/division.
  - c. Two recommendation letters from students of the candidate may be submitted; however, these recommendations are not required and must be kept confidential so that the nominee does not see the letters. The student recommendations must be of similar form to those of the departmental faculty and/or administrative personnel responsible for supervising the Teaching Fellow.
5. The candidate must exhibit superior academic performance as a graduate student. The Teaching Fellow must have a cumulative GPA of at least a 3.5; no graduate grades below a B; and few, if any, Incomplete or W/P grades. When scholastic performances of nominees, as well as other factors, appear very similar, the committee may also look at GRE scores and undergraduate records. A current up-to-date transcript, including all graduate data, must be submitted.

6. The candidate must show evidence of satisfactory progress in the graduate program. This includes completion of at least 18 semester hours for a master's degree student; and completion of at least 30 semester hours for a doctoral student.
7. The candidate must provide evidence of work experience at UNT. A list of all courses taught (including the semester and year in which the courses were taught), a course description for each course, and the number of students in each course must be submitted in an outline format.
8. A current vita of the nominee must be included in the materials submitted.
9. A teaching statement, prepared by the nominee, summarizing his/her teaching philosophy and approach must be included. The statement must not exceed one double-spaced typewritten page.

**NOMINATION FORM  
FOR  
OUTSTANDING TEACHING FELLOW**

Nominee \_\_\_\_\_ Student ID \_\_\_\_\_

Department/Division \_\_\_\_\_

Department/Division Chair \_\_\_\_\_

Number of TF's Employed by this Department/Division \_\_\_\_\_

Graduate Degree Sought by Nominee \_\_\_\_\_

Number of Semesters as TF at UNT (including current semester) \_\_\_\_\_

**ALL** of the following documentation must be included in order for the nominee to be considered for an Outstanding Teaching Fellows Award. Please refer to the Criteria & Supporting Documentation section of this document for specific details. Incomplete nomination packets or packets not following specific criteria as outlined in the Criteria & Supporting Documentation section will not be considered.

\_\_\_\_ Nomination Form

\_\_\_\_ Current Vita

\_\_\_\_ Letters of Recommendation

\_\_\_\_ Teaching Statement

\_\_\_\_ List of Courses Taught

\_\_\_\_ Current Transcripts

\_\_\_\_ Summary of Teaching Evaluations

\_\_\_\_ Optional Student Letters of Recommendation

\_\_\_\_\_  
Signature of Department/Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date