

## **Teacher of the Year Selection Guidelines**

### **University of Florida College of Pharmacy**

The following guidelines are designed to supplement and work in conjunction with the University of Florida Guidelines with respect to the nomination and selection procedure for the College of Pharmacy Teacher of the Year.

1. The call for nominations will be announced to the faculty, students and staff by a general memorandum, which will be distributed by email according to current University Guidelines. This call will also be placed in the student weekly newsletter and announced in each of the professional year's classes and Student Council.
2. A written nomination including the justification for the nomination should be submitted to the Chair of the Selection Committee. Nominations must be submitted by at least three students for a given faculty member. Faculty may not actively solicit nominations from currently enrolled students. This includes nominations for themselves and for other faculty members.
3. All nominees will be notified by the Chair of the Selection Committee. This nominee must sign a statement waiving the confidentiality for the Selection Committee of all the evaluation materials. The University of Florida general guidelines and the College of Pharmacy guidelines will be provided to all nominees. The nominee must submit the name of at least four individuals knowledgeable in their teaching to the Chair of the Selection Committee. If student names are submitted, these individuals must not be in a course currently taught by the nominee to avoid a possible conflict of interest. The Chair of the Selection Committee will contact these individuals and inform him/her that the nominee has requested letters and that these letters should be provided directly to the Chair of the Selection Committee to include in nominees teaching portfolio.
4. The Chair of the Selection Committee will also notify the nominee's departmental Chair. The chair must submit a written letter to the Chair of the Selection Committee to be included in the packet.
5. Peer Review is a mandatory component in the selection process. Evidence of peer review during the most recent year must be included in the portfolio. The peer review process must follow the College of Pharmacy Guidelines. If the nominee has not been peer reviewed, including direct observation, during the most recent year, the nominee is responsible for setting up their peer review immediately and results provided to the Selection Committee prior to their deliberations. The portfolio must also include summary statistics of the student evaluations from the last two years in all evaluated courses.
6. The Selection Committee will consist of the membership of the Curriculum Committee. If a member of the Curriculum Committee is nominated and accepts the nomination, he or she must take a leave of absence from the committee (only during this selection process) and the Associate Dean for Academic and Student Affairs will select a new member for this process. If a student from all four classes is not on the Curriculum Committee, an ad hoc representative will be appointed for the time period of the Selection Committee deliberations.
7. The Selection Committee will forward their recommendation to the Dean of the College of Pharmacy with a written justification for the selection.
8. The Chair of the Selection Committee will forward all appropriate documentation to the University Selection Committee.
9. These guidelines may be modified as needed to be in compliance with the University of Florida Guidelines by a majority vote of the Curriculum Committee.