MEMORANDUM

Date: September 9, 2013

To: Academic Deans

From: Nancy K. Martin, Associate Vice Provost
Barbara Millis, Director, Teaching & Learning Center

Subject: Nominations for Piper Professor Award 2013-2014

The Minnie Stevens Piper Foundation will once again honor a total of 10 professors from across the state for their dedication to the teaching profession as well as for outstanding academic, scientific, and scholarly achievement. The University of Texas at San Antonio will submit one nominee for consideration by the Foundation. Each award recipient will receive a $5,000 honorarium, a certificate, and a gold commemorative pin. All full-time instructors (whether tenured, tenure-track, or non-tenure track) are eligible for consideration. Former nominees may be re-submitted or new candidates identified.

Each college should identify ONE NOMINEE and submit the four materials listed below no later than close of business Thursday, October 10 (via email to Dr. Nancy Martin). Please keep in mind that the award criteria emphasize teaching but also take into account academic, scientific, and scholarly contributions. Further, in determining the final nominee, the Piper Professor Award Selection Committee will consider internal UTSA selection procedures. Therefore, wide departmental and college participation is recommended in the selection of candidates.

College nominees should be amenable to classroom observation/evaluation of their instruction. To that end, it is important that the teaching schedule included on the attached application form is accurate and complete. Each nomination packet must be submitted electronically to nancy.martin@utsa.edu and consist of:

1. Completed nomination form (attached)
2. Current semester’s course syllabi
3. Nominee’s shortened CV highlighting information not already featured in the application form
4. The names of five people willing to submit letters of recommendation if the applicant is selected as UTSA’s nominee.

For additional details, see the attached timeline.

If you need further information, please contact either Dr. Nancy Martin (nancy.martin@utsa.edu; X 5191) or Dr. Barbara Millis (barbara.millis@utsa.edu; X 7374).

XC: ASOs
MINNIE STEVENS PIPER AWARD TENTATIVE TIMELINE
2013-2014

Tuesday, Sept 9, 2013:
Call for nominations sent to Deans with an attached timeline and Piper Nomination form (shortened).

Wednesday, Sept 18, 2013:
Formation of Piper Professor Nominee Selection Committee composed of former teaching award recipients.

Thursday, October 10: Deadline for submission of nomination packets
Each Dean’s Office should submit their nominee’s completed portfolio to Dr. Nancy Martin via email (nancy.martin@utsa.edu). Completed nomination packets will consist of:
(1) Completed nomination form including the applicant’s class schedule, indicating dates not suitable for classroom observations (e.g.: exams, guest lecturers, etc) as well as other information such as the nominee’s “STATEMENT OF PURPOSE: Why are you teaching?”
(2) Current semester’s course syllabi
(3) Nominee’s shortened CV highlighting information not already featured in the application form
(4) The names of five people willing to submit letters of recommendation no later than November 18, 2013, if the applicant is selected as UTSA’s nominee.
(We encourage all nominees to identify and contact their five references and inform them of the possible need for letters and the timeline. However, there is no need to submit letters at this time. Letters may be from members of the administration, the nominee’s colleagues, and/or from current or former students.)

Friday, October 11:
TLC will review the Piper Nomination Form materials, identify any missing items and contact nominees as needed.

Monday, October 14-Wednesday, October 30
Syllabi reviewed and classroom observations scheduled and conducted by trained observers.
Nominees may request additional observations to bolster their nomination portfolios.

Monday-Thursday, November 4-7:
Selection Committee meets to determine the UTSA nominee for the Minnie Stevens Piper Award.

Friday, November 8:
UTSA nominee is informed of nomination.

Friday, November 8-Monday, November 18:
The nominee’s packet is finalized by completing the full application form, adding a maximum of five letters of recommendation and all observation rubrics. The observation rubrics will be included as appendices in the nomination packet.

Wednesday, November 20: The packet for UTSA’s nominee is forwarded to the Minnie Stevens Piper Foundation.