MEMORANDUM

TO: Richard Diem, Honors College
    Dan Gelo, College of Liberal and Fine Arts
    Betty Merchant, College of Education and Human Development
    John Murphy, College of Architecture
    George Perry, College of Sciences
    Rogelio Saenz, College of Public Policy
    Wm. Gerard Sanders, College of Business
    Mehdi Shadaram, College of Engineering
    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, 2014

Twelve presidential awards of $1,000 each will be announced during the University Excellence Awards in spring 2014. (Note: $1,000 will be added to the recipient’s base salary rate effective September 1, 2014 only if permanent funding becomes available.) 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:

<table>
<thead>
<tr>
<th>College</th>
<th>Number of Nominees *</th>
</tr>
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<tbody>
<tr>
<td>COA</td>
<td>1</td>
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<tr>
<td>COB</td>
<td>4</td>
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<tr>
<td>COE</td>
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<td>COEHD</td>
<td>3</td>
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<td>COLFA</td>
<td>5</td>
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<tr>
<td>COPP</td>
<td>1</td>
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<tr>
<td>COS</td>
<td>4</td>
</tr>
<tr>
<td>UGS</td>
<td>1</td>
</tr>
<tr>
<td>Honors</td>
<td>1</td>
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</table>

* Faculty may only win a President’s award 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://utsa.edu/facultyawards/awards](http://utsa.edu/facultyawards/awards). In addition to the appropriate nomination materials, each nomination packet must include a completed college nomination form (form attached).
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 Rowdy Space no later than Friday, January 31, 2014. Specific Rowdy Space links will be provided to your office soon. Requests for additional information should be directed to Maria Espericueta (maria.espericueta@utsa.edu) or to Dr. Nancy Martin (nancy.martin@utsa.edu).

Additionally, you should expect to receive information soon regarding the Regents’ Outstanding Teaching Awards.

Thank you for your prompt attention to this matter.

jf/me

Attachments

c: Ricardo Romo, President
Nancy Martin, Associate Vice Provost
ASOs