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**RICHARD S. HOWE FACULTY EXCELLENCE IN SERVICE**

**TO UNDERGRADUATE STUDENTS AWARD**

**NOMINATION FORM**

**Award Criteria**

Award recipients will be faculty members who have shown sustained excellence in working with undergraduate students in signature experiences beyond the traditional classroom environment. Please consult [www.utsa.edu/facultyawards/howe](http://www.utsa.edu/facultyawards/howe) for additional information and examples of signature undergraduate experiences.

Nominees must be full-time faculty members with at least three years at UTSA and may be either tenured/tenure-track or fixed-term-track faculty. Recipients of the Howe Excellence in Service to Undergraduate Students Award are eligible for re-nomination after a five-year period.

**NOMINEE INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Title: | | |
| College: | Department: | | |
| Campus Phone: | Campus E-mail: | | |
| Are you a full-time faculty member at UTSA? | | Yes  No |
| Have you previously received the Howe Service to UGs Award? | | Yes  No |
| If so, in what year did you receive the award? | |  |
| How many years have you been teaching at UTSA?  *(Eligible nominees must have* *at least 3 years teaching experience at UTSA.)* | |  |
|  | |  |

Nominee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Verifies full-time teaching employment at UTSA for at least three years.***

**DEAN’S CERTIFICATION:**

I endorse this nomination and certify that the following required nomination packet items are being submitted along with this nomination form (in the following order):

Nomination form/cover sheet completed by nominee and signed by the department chair and dean.

A letter of nomination from peer faculty colleague, department chair, or college leader

A narrative statement from the nominee addressing:

* + Describe how the nominee(s) demonstrated exemplary commitment towards serving undergraduate students.  Please provide specifics.
  + Describe how the nominee(s)’ efforts are in addition to his/her (their) daily work responsibilities in serving undergraduate students.
  + Describe how the nominee(s)' effort made a significant impact in improving how UTSA serves undergraduate students.

Two letters of support from current or former students that describe the experience and emphasize its impact. Emails are acceptable.

Nominee’s current curriculum vitae

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College Information:**

College:

Dean’s Office Phone:       E-mail:

***Additional materials will not be considered in the screening process and should not be submitted. Incomplete portfolios will not be considered.***