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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.***