****

**RICHARD S. HOWE OUTSTANDING UNDERGRADUATE TEACHING 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 non-tenure-track faculty. ***Recipients of the Howe Outstanding Undergraduate Teaching Award are eligible for re-nomination after a five-year period.***

**Note**: *There are two Howe Awards. The Howe Excellence in Service to Undergraduate Students is a separate award with different criteria and deadline. For information concerning that award, please consult* [*www.utsa.edu/excellence-awards*](http://www.utsa.edu/excellence-awards)*.*

**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 Teaching 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.)* | |  |
| List the course number(s) in which the undergraduate signature  experience is incorporated:  Number of years signature experience has been in place/sustained: | |  |
|  | |  |

In one to two paragraphs, describe the signature experience in which you engage UTSA undergraduate students and how it is unique.

In one to two paragraphs, describe the beneficial impact the learning experience has on UTSA undergraduate students. Include approximately how many students are impacted each year and the length of time the experience has been in place.

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 support by either the dean or the department chair that includes a thorough description of the signature experience and its impact and value for 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 that emphasizes teaching accomplishments

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.***