

**Office of the Provost**  
**CHANCELLOR'S DISTINGUISHED TEACHING AWARD**  
**2014 Guidelines**

**The Award**

The Chancellor's Distinguished Teaching Award recognizes teaching excellence by members of the University of Pittsburgh's faculty. Up to five awardees may be chosen annually. Each award consists of a cash prize to the faculty member of \$2,000 and a grant of \$3,000 to support the faculty member's teaching activities. All awardees are honored publicly.

**Definition**

Teaching is defined broadly and includes all activities that faculty members engage in to facilitate learning by undergraduate, professional, or graduate students: lecturing; clinical teaching; conducting seminars, tutorials, or recitations; etc.

**Evidence of Excellence in Teaching**

Because of the diversity of students, teachers, subject matters, teaching methods, and settings in which instruction occurs, there is no single, simple definition of teaching excellence. Teaching excellence is demonstrated by the manner through which faculty members fulfill the University's mission to provide high quality undergraduate and graduate programs in the arts and sciences and professional fields. This includes how a member of the faculty generates intellectual excitement in students and how he or she motivates students to acquire the knowledge essential to personal and professional achievement. Distinguished teaching implies sustained commitment, effectiveness in helping students achieve meaningful goals, and overall teaching excellence.

**Eligibility**

Any faculty member who has served full-time at the University of Pittsburgh for at least five years is eligible, provided that he or she has been active as a teacher. Previous winners are not eligible.

**Nominations**

Any person or group of persons who possesses evidence of the nominee's teaching ability and accomplishments may submit a written nomination. The letter of nomination should be limited to two single-spaced pages and should describe the nominee's teaching strengths by means of specific examples, such as: how the nominee encourages his or her students' development; innovative teaching methods used by the nominee; particularly effective assignments; special skills in communicating subject matter; how the nominee has influenced students or colleagues; and particular ways in which the nominee integrates his or her research with teaching.

The nomination letter may be from one person or a group of people. The nomination letter should include the signature, address, telephone number, and email address of the nominator and indicate his or her relationship to the nominee (e.g., faculty colleague, student, chair of the department, etc.). If the nomination letter is from a group of people, this information should be included for each person. **The nomination letter is due by Friday, October 11, 2013 and should be sent electronically to: Dr. Juan J. Manfredi, [manfredi@pitt.edu](mailto:manfredi@pitt.edu).**

### **Selection Procedures**

Faculty members who are nominated for this award will be invited to submit a mini-packet of materials that includes a list of courses taught, a letter of support from the department chair/dean, and representative material from one course. **This mini-packet must be received by Friday, November 8, 2013, and should be sent electronically to: Ms. Nancy Reilly, [nbr1@pitt.edu](mailto:nbr1@pitt.edu).**

The Awards Committee is composed of distinguished faculty members and students, who are appointed by the Provost. The Committee will review the mini-packets in mid-November and select up to ten finalists. Finalists will be asked to submit a more complete teaching dossier by Friday, January 3, 2014. Guidelines will be provided for the preparation of materials for this dossier. Based on these dossiers, the Awards Committee will select up to five faculty members to receive the Chancellor's Distinguished Teaching Award for 2014.