2011-2012 AWARD FOR OUTSTANDING CONTRIBUTIONS TO POSTBACCALAUREATE, GRADUATE, AND PROFESSIONAL EDUCATION

Purpose

Commencing in 1998-1999, the University of Minnesota recognized a select group of faculty members for their outstanding contributions to postbaccalaureate, graduate, and/or professional education. This honor is awarded annually to exceptional candidates nominated by their colleges in their quest to identify excellence in postbaccalaureate, graduate, and/or professional education. In addition to honoring individual faculty members, the award will contribute to the improvement of postbaccalaureate, graduate, and professional education at the University by publicizing their work to serve as resources to the whole faculty.

The award is made possible through generous support of the University of Minnesota Alumni Association and the Office of the Senior Vice President for Academic Affairs and Provost.

Eligibility

Regular faculty (tenure-track and tenured) and term faculty (non-regular) salaried through the University and holding a 66 2/3% time or greater appointment, who have been at the University of Minnesota for at least five years, including the current year, may be nominated for the award. Previous nominees who did not receive the award may be renominated; previous winners will be ineligible.

Self-nomination is not allowed.

For the purposes of this award, graduate and professional students are defined as students who are pursuing a postbaccalaureate, graduate, or professional program.

Awards

During the 2011-2012 academic year, up to eight University of Minnesota faculty members will be selected to receive the award with the announcement of award recipients to be made mid-March. Recipients will receive a $3,000 continuous augmentation to their annual salary during their lifetime as a University of Minnesota faculty member. In addition, each recipient's department will be given $1,500 annually for five years to be used by the recipient for professional development or research.

Nominations will be evaluated by the Graduate-Professional Award Selection Committee. This selection committee, which is appointed by and reports to the Senate Committee on Educational Policy (SCEP), is composed of five faculty members and one graduate or professional student, and a representative of the University of Minnesota Alumni Association.
Criteria

Nominees will be evaluated on the basis of a dossier documenting outstanding contributions to postbaccalaureate, graduate, or professional education. The dossier should provide specific evidence of outstanding performance in one or more—not necessarily all—of the categories listed below:

1. Excellence in instruction.
2. Involvement of students in research, scholarship, and professional development.
3. Development of postbaccalaureate, graduate, and/or professional instructional programs.
4. Advising and mentoring of students.

This list should not be considered exhaustive or restrictive. The selection committee will consider any and all outstanding contributions to postbaccalaureate, graduate, and/or professional education described by the materials provided. The magnitude of an outstanding contribution in one area may compensate for little contribution in other areas.

The selection committee will consider outstanding contributions ranging from broadly distinguished performance over many years to a single extraordinary contribution. Persons receiving awards will be those whose contributions to postbaccalaureate, graduate, and/or professional education the selection committee considers the most outstanding in a given year and also genuinely outstanding regardless of the year or the competition. The University of Minnesota is a research university, so the dossiers of all nominees should include evidence of their intellectual distinction.

Selection of College Nominees

Each college engaged in postbaccalaureate, graduate, and/or professional education may submit the following number of nominations:

Up to 5 nominations:
- College of Food, Agricultural and Natural Resource Sciences
- College of Liberal Arts
- Duluth campus (excluding Medical School and College of Pharmacy)
- College of Science and Engineering
- Medical School (Duluth and Twin Cities combined)

Up to 3 nominations:
- Carlson School of Management
- College of Education & Human Development
Up to 2 nominations:
- College of Biological Sciences
- College of Design
- College of Pharmacy
- College of Veterinary Medicine
- School of Dentistry
- School of Nursing
- School of Public Health

1 nomination: all other units

The college should submit an online dossier to the appropriate Netfile folder by no later than 4:00 p.m., Thursday, January 19, 2012.

Because each college may only submit a limited number of nominations, many colleges have an internal selection process to choose their nominees, and therefore, have an internal deadline prior to the University-wide deadline. Each college has a designated college contact for the Graduate/Professional Award; departments, faculty, and students interested in submitting a nomination should contact their designated contact for information about the college’s internal selection process and deadlines. For a list of designated college contacts, please contact Emily Ronning at 612-625-5652 or at ronn0044@umn.edu

Successful dossiers will be made available for public review and various University of Minnesota editors may publish information from these dossiers in materials regarding the Graduate/Professional Award. Dossier contents will be publicly available except for information covered by the MN Data Privacy Act. Private or personal materials should not be included as part of the dossier.

Organization and Presentation of Dossiers

The following guidelines apply to the dossiers that are submitted to the Provost’s Office for the University-wide competition. Because the processes by which colleges select their nominees vary significantly, those preparing dossiers at the departmental level should contact their designated college contacts to determine what materials are required for the internal selection process.

In order to maintain a similar format and appearance among dossiers, the Office of the Provost will provide online templates for dossiers selected by colleges for submission to the University-level competition. Dossiers MUST be prepared using materials provided;

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1 The dossiers from the 2009-2010 award recipients may be reviewed at the following libraries:
   - Twin Cities: Walter Library, Circulation/Reserve Desk (Priscilla Pope, ask for her specifically)
   - UMD: UMD Library, Reserve Desk (Bill Sozansky)
   - UMC: UMC Library (Owen Williams)
   - UMM: Rodney Briggs Library, Reserve Section (LeAnn Dean)
dossiers prepared with other materials will not be accepted. This policy has been implemented at the specific request of the selection committee to facilitate the review process. Materials will be provided to each designated college contact, who will compile the final dossiers. Each dossier should be submitted to the established Netfiles folder.

Photographs, videos, and other types of visual materials not central to the dossier are discouraged. Brevity is encouraged in assembling the following materials. Items should be presented in the order listed below.

For item A below, the nomination form should be completed, printed and sent to Emily Ronning (234 Morrill Hall). In addition, the designated college contact will submit the form online, via the Netfiles folder.

For items B-F below, the Office of the Provost provides templates that are downloaded from the Graduate/Professional Award website: http://z.umn.edu/gradprof. Once created, each of these documents should be saved as a PDF in each college’s Netfiles folder.

To download a template, click on the link. A Microsoft Word document will open. Go to the “file” menu and click “save as” to save the document to your computer. Click on the appropriate fields to enter your data. Templates may be emailed to those who will complete the materials, or they may be accessed directly from the website. The fonts and spacing of the templates are set to conform to the specifications set forth in the guidelines below. The top margin of each template may be increased to accommodate letterhead, if necessary; please do NOT change any other formatting specifications. Please also note page and word count limitations specified below. All dossiers must include the following:

a. The nomination form and the release form (to download, go to http://z.umn.edu/gradprof and look for the “nomination materials” section). As noted above, the designated college contact will submit the nomination form online.

b. A statement of no more than five pages (using a 12-point font, one-inch margins, and 1.5 line spacing)* presenting the full case for the nomination and summarizing the dossier, with specific reference to the criteria listed in these guidelines.

This statement forms the basis of the nomination and is extremely important for the review process. The author should describe the nominee's qualifications and other relevant criteria, focusing on specific details. The aim of this statement is to set out a convincing and detailed case for the nominee's outstanding contributions to postbaccalaureate, graduate, or professional education.

c. Personal statement by the candidate of no more than 1,200 words (using a 12-point font type, one-inch margins, and 1.5 line spacing)*, addressing the criteria for the award and the impact on student learning.
d. The candidate's curriculum vitae of no more than four pages (using a 12-point font, one-inch margins and 1.5 line spacing)* organized according to the following rubric
   - Education
   - Courses Taught at the University of Minnesota
   - Program and Curricular Development
   - Service
   - Outreach and Other Activities Related to Teaching/Learning
   - Publications (a summary list of the candidate’s most important published works).

e. A list of graduate/professional courses taught at the University of Minnesota over the previous five years of active teaching, along with a numerical overview compiled from student evaluations, arranged according to the form supplied. For courses with both undergraduates and graduate/professional students, please specify the percentage of graduate/professional students enrolled. Up to one additional page of assessment of student learning can be included.

f. Up to ten supporting letters,* five of which must be from individual graduate/professional students, past or present. The remaining letters may be from students, faculty, administrators, staff, alumni, or non-University of Minnesota references. In all cases letter writers are encouraged to cite specific examples in support of the case.

*EXCESS INFORMATION WILL NOT BE CONSIDERED.

NOTE: Please retain a copy of the dossier at the collegiate or departmental level as dossiers will NOT be returned or retained centrally.

Additional Instructions for Designated College Contacts

Designated college contacts should inform departments, faculty, and students of the college’s internal selection process well in advance of the internal deadline, in order to ensure adequate time for dossier preparation. All colleges, small as well as large, are encouraged to have nominating committees to oversee the process and review nominations.

As noted above, the designated college contact must submit the nomination materials for each nominee online in the designated Netfiles location. Designated college contacts will work with Emily Ronning (612-625-5652 or ronn0044@umn.edu) to coordinate this process.