

2024
UNIVERSITY OF NEBRASKA AT KEARNEY
PRATT-HEINS FACULTY AWARDS

TEACHING
SCHOLARSHIP/RESEARCH
SERVICE

Procedures and Criteria

ELIGIBILITY

Nominees are to be teaching faculty. (Under extraordinary circumstances, professional staff whose duties and responsibilities do not include instruction may be nominated for a Scholarship or Service Award--- academic affairs, student services, and administrative/financial professional staff.) Individuals excluded from consideration are the Chancellor, Vice Chancellors, and College Deans.

NOMINATION AND APPLICATION PROCEDURES

1. A faculty or professional staff member with three or more years of service to the University of Nebraska at Kearney may have his or her name placed in nomination for a Pratt-Heins Award by any one or combination of the following groups or persons:

Student(s)
Alumni
Faculty Colleague(s)
Department Chair/Program Director
Dean of College/Dean of Graduate College

An individual faculty member **may not** place his/her name in nomination.

2. Nomination forms and procedures are part of this e-mail. ***Nominees who are not selected for an award during the first year of nomination will be reconsidered, with their permission, for the following year's awards. Their portfolios will be retained by the Faculty Awards Committee during this time period and may be updated by the nominees in accordance with the announced time lines for submitting portfolios.***
3. Dissemination of information relative to the nominations process for Pratt-Heins Awards, including all forms for nomination, all publicity of the nomination procedures, and all deadlines, will be undertaken by the Faculty Awards Committee and coordinated through the Office of the Senior Vice Chancellor for Academic Affairs.
4. Completed nomination forms must be returned to the Office of the Senior Vice

Chancellor for Academic Affairs **no later than February 29, 2024**. The Faculty Awards Committee will notify all nominees of their nomination and the source of the nomination.

5. It becomes the responsibility of the nominating party, in cooperation with the nominee, to complete the application process upon notification from the Faculty Awards Committee.
6. All supporting materials for the application must be filed by the nominee or his or her sponsor with the Senior Vice Chancellor for Academic Affairs **no later than April 1, 2024**.
7. The application must include the following materials:

Teaching - The Teaching Award is based on evidence of consistent outstanding teaching. The application shall consist of:

- A. the complete nomination form,
- B. peer evaluations from the departmental faculty who are highly qualified to judge the nominee's teaching excellence (maximum of three),
- C. administrative evaluations from the Department Chair and the Dean of the nominee's College,
- D. overall positive student evaluations based on a minimum of two student evaluation surveys conducted within the three academic years preceding the nomination. The evaluations must be from different courses. The nominee may provide no more than five letters of reference from former students.

Scholarship/Research - The Scholarship/Research Award is based on evidence of the consistent production of original work in the nominee's discipline. The application shall consist of:

- A. the complete nomination form,
- B. annotated listing of research documents, publications, or productions,
- C. evaluations from individuals highly qualified to evaluate the scholarship or research of the nominee (maximum of three),
- D. administrative evaluations from the Department Chair and Dean of the nominee's College.

Service - The Service Award is based on evidence of consistent outstanding service to students, to the institution, to education in general, to significant state, regional, or national education programs, or to other appropriate educationally related functions or organizations. The application shall consist of:

- A. the complete nomination form,
 - B. peer evaluations from individuals highly qualified to judge the value and quality of the service rendered (maximum of three),
 - C. administrative evaluations from the Department Chair, Dean of the nominee's College, or appropriate administrative superiors.
8. All materials shall be submitted within the nomination period as a complete package to the Senior Vice Chancellor for Academic Affairs who will forward the materials to the Faculty Awards Committee.
 9. The Faculty Awards Committee and a representative of the Pratt-Heins Foundation, upon receipt of all complete applications, will be responsible for screening all applications to determine their qualifications for the award. The committee may also, upon review of an application, request additional supporting materials from the nominee or from his/her nominator.
 10. The Faculty Awards Committee will, upon completion of the review process and **no later than April 30, 2024**, forward to the Senior Vice Chancellor, all applications of qualifying faculty along with the committee's recommendations.
 11. ***After either being selected for an award or being considered a nominee for two consecutive award years***, all materials filed by the applicant will be returned and treated as confidential by the Faculty Awards Committee.

SUGGESTED CRITERIA FOR DETERMINATION OF EXCELLENCE IN TEACHING

The following are suggested criteria for evaluation of excellence in teaching. Given that these criteria are not ordered in any priority fashion, it is assumed that any faculty member considered for the Pratt-Heins Teaching Excellence Award shall demonstrate superior performance in most of these areas. Of paramount consideration in any analysis of teaching excellence is the willingness of the teacher to undertake those activities that will enhance and expand the learning experience for students.

1. The nominee demonstrates a superior level of teaching effectiveness. Recognizing that effectiveness is of subjective nature, it is intended here to include but not be limited to the following:
 - development of innovative teaching techniques and regular application of these techniques in the classroom;
 - presentation in an interesting and stimulating manner of course materials;
 - presentation of pertinent, timely, and reliable knowledge relative to the discussion at hand as well as the relationships between and across related areas of study;
 - demonstration of sensitivity to and respect for student inquiry and discussion both in and out of the classroom;
 - evidence of such other traits, techniques, or qualities employed or possessed by the teacher to enhance, strengthen, and encourage the student to actively and enthusiastically enter into the learning process.
2. The nominee demonstrates an active and positive record of service to students as an academic, professional, and/or personal advisor. Inherent in this role is the assumption that the nominee is readily and willingly available to students for advice and guidance.
3. The nominee demonstrates that he/she has actively undertaken involvement in faculty development programs (such as research, continuing study, self-initiated study, academic short courses, etc.) and has applied the knowledge and skills derived to effective teaching.
4. The nominee demonstrates that he/she has developed innovative course offerings and/or programs of study providing enhanced educational opportunities for students beyond the confines of the classroom. It is assumed that such courses/programs are characteristically of a high level of professional quality.

**SUGGESTED CRITERIA FOR DETERMINATION
OF EXCELLENCE IN
SCHOLARSHIP/RESEARCH**

The following are suggested criteria for evaluation of excellence in scholarship/research. Given that these criteria are not ordered in any priority fashion, it is assumed that any faculty member considered for the Pratt-Heins Scholarship Award shall demonstrate superior ability in most of these areas.

1. Of major consideration in any analysis of scholarship is the willingness of the nominee to undertake those activities that show a high level of accomplishment in credible and appropriate academic research.
2. It is equally important that the nominee has published the results of that research in appropriate publications or otherwise disseminated the research results in recognized forums.
3. The nominee provides a record of continuing involvement in valid and appropriate academic research.

SUGGESTED CRITERIA FOR DETERMINATION OF EXCELLENCE IN SERVICE

The following are suggested criteria for evaluation of excellence in service. Given that these criteria are not ordered in any priority fashion, it is assumed that any faculty or professional staff member considered for the Pratt-Heins Service Award shall demonstrate superior ability in one or more of these areas.

1. Substantial evidence of continuing service to the applicant's professional, discipline-related organizations at the campus, regional, state, and/or national level(s).
2. Substantial evidence of continuing service to the University of Nebraska at Kearney students and/or student organizations, faculty affiliations (e.g., Faculty Senate, UNKEA, etc.).
3. Substantial evidence of continuing service to the community, region, state, and/or nation in the nominee's role as an educator.