



University of Washington Bothell
Distinguished Teaching Award (DTA)

Selection Process and Procedures

The Distinguished Teaching Award is presented each year to a UW Bothell faculty member in recognition of teaching that richly exemplifies the high standards at the heart of the academic mission of the University of Washington Bothell. The DTA recipient will receive an honorarium, is recognized at the spring faculty recognition reception, at spring commencement and is honored at the Awards of Excellence ceremony on the Seattle campus in June. Additionally, the recipient is traditionally the speaker at UW Bothell's Convocation in September.

Table of Contents

Roster 3

Distinguished Teaching Award History 4

Nomination Process and Timeline 5

Guidelines 5

Review Process..... 6

Roster

The following individuals are involved in the selection of the recipient of the Distinguished Teaching Award.

1. Vice Chancellor for Academic Affairs

- Appoints the members of DTA Committee per guidelines established in 1995, “The committee shall be made up of faculty, students and alumni. Committee members’ names are kept confidential until the time of the award.”
- Appoints the DTA Committee Chair, who must be a former DTA recipient

2. Staff to the committee

- Staff of Vice Chancellor for Academic Affairs works with the DTA Committee chair and supports the work of the committee.

3. DTA Committee

The DTA Committee is comprised of at least three faculty representatives (all previous recipients of the DTA), a current student (recommended by ASUWB) and an alumni student representative (recommended by the Alumni Council).

The committee chair is responsible for:

- Creating meeting agendas and working with staff to arrange for meeting dates and space;
- Running an efficient and effective meeting;
- Engaging all members in candid, confidential discussions as equally as possible;
- Reporting meeting outcomes to designated staff supporting the committee’s work as needed;
- Coordinating and ensuring timely completion of all follow-up reports to the Vice Chancellor.

Committee member responsibilities include:

- Attending all meetings;
- Communicating with other members openly while ensuring that all members are heard;
- Carefully and thoughtfully reviewing nomination materials and dossiers;
- Maintaining confidentiality with regard to all committee materials, conversations and outcomes;
- Reviewing and evaluating all nominees.

Distinguished Teaching Award History

The Distinguished Teaching Award (DTA) is presented each year to a Bothell faculty member who has demonstrated sustained excellence in teaching and exemplified what it means to fulfill the academic mission of the University of Washington Bothell. It is one of seven UW Distinguished Teaching Awards given annually: five from the Seattle campus and one each from UW Bothell and UW Tacoma. Each award is accompanied by a \$5,000 honorarium from the President's Fund for Excellence. The award recipient is recognized by the UW President at the annual Awards of Excellence in Seattle and at the annual Faculty Recognition Ceremony at Bothell. The recipient will be recognized at Commencement in June and is traditionally the Convocation speaker at UW Bothell in late September.

Following the recommendation of the General Faculty Organization, the DTA was established in March 1995, to acknowledge a range of exemplary and innovative teaching activity. Faculty from across programs are nominated in recognition of teaching that stimulate continuous learning and exploration, inspires students to achieve at the highest levels, and demonstrates openness to a wide spectrum of ethical, philosophical, and intellectual inquiry.

*Click on the following link for a list of [Past Recipients](#)

Nomination Process and Timeline

Any student, alumni, faculty, or staff from the UW Bothell community may submit a one-page letter, at least 500 words, to nominate a faculty member. All faculty members and instructional staff are eligible for the award. Instructors with appointments less than 100% FTE are eligible, but should be aware that breadth and depth of achievement weigh heavily. The nomination letter should describe the candidate's teaching achievements at UW Bothell and include rationale for consideration based on the criteria listed in the DTA description. Only signed nomination letters or email clearly indicating the source can be considered. Designated staff receives the nominations and posts them on DTA SharePoint for committee review.

Fall Term DTA Committee appointed

Last day of finals week Deadline for submitting nominations

December DTA Committee reviews nominations online

January DTA Committee begins the selection process

February Recipient Selected and recommendation forwarded to the VCAA

Guidelines

Confidentiality

- In order to maintain the integrity of the selection process and to show respect for the information we receive from our colleagues, confidentiality is required throughout the process.

Information about individuals who are being considered for the DTA should not be shared outside the DTA Committee. Candor and direct conversations will take place in confidential committee meetings and information about nominees may be sensitive.

- Membership on the DTA Committee should remain confidential throughout the selection process.
- Committee members should not solicit information from nominees.
- Committee members should do their professional best to assess dossiers impartially. They should not advise nominees before or during the dossier-building process, and should not contribute letters or other support for any of the nominees.

Eligibility *(Previous recipients of DTA and DTA-I are not eligible)*

Previous to 2015/16, tenure-track faculty members, full-time lecturers (including senior and principal lecturers) and full-time instructors were eligible for the DTA. Beginning with the 2015/16 academic year, all faculty members and instructional staff are eligible for the award. Instructors with appointments less than 100% FTE are eligible, but should be aware that breadth and depth of achievement weigh heavily.

Criteria for Selection

- Exceeds the highest standards in teaching
- Serves as a model of inspired and challenging teaching
- Has led students to academic and personal success
- Stimulates and supports active and continuous learning
- Inspires and cultivates excellence in the achievements of all students
- Exemplifies openness to a broad range of ethical and intellectual inquiry

These criteria are met in a variety of ways by different members of the teaching faculty. Examples include, but are not limited to:

- Development of innovative teaching methods
- Applying effective and timely ways of assessing student learning to improve instruction as well as learning
- Incorporating current scholarship into course content
- Integration of multiple disciplines into one's teaching
- Challenging and expanding traditional ways of knowing
- Deepening multicultural understanding
- Being an accessible and effective mentor outside the classroom
- Finding ways of enriching clinical experiences
- Offering independent studies and internships that consistently stimulate, inspire, and move beyond conventional expectations
- Demonstrating leadership in curriculum development within the teacher's own course offerings and at the program and cross-program level.

Process (three phases):

Phase One (Review each nomination)

Identify nominations that are complete and meet the criteria for full review

Criteria:

The nomination letter describes the nominee's teaching achievements at UW Bothell and provides rationale based on the DTA criteria listed above.

All eligible nominees who have complete nominations and meet the criteria for full review will be invited to submit a complete dossier of supporting materials.

If any nominees in the previous year were designated as "finalists" the committee will invite them to update their dossiers for the current year's consideration.

Phase Two (Select DTA recipient)

Using the criteria listed above, the dossiers are reviewed and ranked. After full consideration and discussion of the nominees the committee will make a formal recommendation to the Vice Chancellor.

Note: In years when qualified candidates have not been nominated, the committee is not required to recommend a DTA recipient.

The committee has the option of designating one or more nominees as "finalists", to be considered again the following year (one year only) regardless of a future nomination.

Phase Three (Process evaluation)

The purpose of the process evaluation is to ensure continued improvement and refinement in the selection process. The committee will discuss what worked well and identify what the committee can do better. This information will be communicated to the Vice Chancellor.

ⁱThe committee may request teaching evaluations.