



## MEMORANDUM

**TO:** Deans, Chairs, and Faculty Holding the Rank of Professor or Associate Professor  
**FROM:** Michael McPherson, Provost and Vice President for Academic Affairs  
**DATE:** April 10, 2024  
**RE:** Nominations for University Distinguished Teaching Professorship Award

I am pleased to announce the call for the **2025 University Distinguished Teaching Professorship Award**. The purpose of the award is to provide recognition for faculty at the rank of associate professor or professor (tenured) who perform outstanding teaching at the introductory levels of their disciplines, promote continuous development of teaching excellence, and encourage improved teaching among their colleagues in the UNT community.

The recipient receives the designation of “University Distinguished Teaching Professor” and a one-time supplement of \$5,000 added to the base salary. To be eligible for this award, an individual must be a full-time tenured professor or associate professor; have a distinguished record of teaching; demonstrate the potential for continued excellence in teaching performance; and have demonstrated a commitment to further the development and promotion of excellent teaching performance. Award criteria and renewal are detailed in [UNT Policy 06.015](#).

A candidate’s nomination should be based upon a record of excellence consisting of a teaching portfolio covering teaching performance over the five years before the nomination, and upon evidence of sustained excellent performance since promotion to the rank of associate professor. Please refer to the specific nomination guidelines and requirements on the following page. Nominations will be reviewed by the University Distinguished Teaching Professor Selection and Review Committee.

Deans should submit nominations using the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2024**. Please submit to the award titled “**Distinguished Teaching Professorship (NEW)**”.

All awarded recipient titles and base adjustments will take effect on September 1, 2025. If you have any questions, please contact Faculty Success at [faculty.success@unt.edu](mailto:faculty.success@unt.edu).

## **Guidelines and Requirements for Nominations of Faculty for University Distinguished Teaching Professorships (NEW)**

A candidate's nomination should be based upon a record of excellence consisting of a teaching portfolio covering teaching performance over the 5 years before the nomination, and upon evidence of sustained excellent performance since promotion to the rank of associate professor.

**The nomination packet should include the following documents.** Items 1–12 should be merged into a single PDF; item 13 should be uploaded as a separate file.

- 1) A table of contents.
- 2) Chair letter.
- 3) PAC letter.
- 4) One- to two-page personal statement detailing the faculty member's philosophy of teaching.
- 5) Recognition and awards (departmental, campus, state, national, international) for teaching effectiveness, at either the undergraduate or graduate level of instruction.
- 6) Five sets of student evaluations, spanning at least two courses, undergraduate or graduate, and including written comments. Please create a summary table of student evaluations.
- 7) One to two peer evaluations, whether those on file or undertaken to support the candidate in this nomination.
- 8) 2–3 course syllabi exemplars.
- 9) Other documentation in cases where non-conventional support material stands to highlight pedagogy.
- 10) Unsolicited letters or emails (where those already exist) from alumni attesting to the long-term benefits of a professor's instruction.
- 11) Current **Faculty Annual Update (according to VPAA 160)**
  - Area I. Instructional Activities
  - Area II. Scholarly, Creative, and Professional Activities
  - Area III. Administration and Service
- 12) Current vita
- 13) Dean's letter (to be solicited by the chair)

Department chairs nominating **new candidates** for Distinguished Teaching Professor should work with the candidate to compile a nomination dossier in a single PDF to send to the dean of the school or college a week before the submission deadline. Deans should add their letter and submit nominations using the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2024**. Please submit to the award titled "**Distinguished Teaching Professorship (NEW)**".

All awarded recipient titles and base adjustments will take effect on September 1, 2025. If you have any questions, please contact Faculty Success at [faculty.success@unt.edu](mailto:faculty.success@unt.edu).

*Note:* [UNT Policy 06.015](#) states, "Faculty who hold a Regents Professorship shall not be eligible to hold the title of University Distinguished Research Professor or University Distinguished Teaching Professor simultaneously."