

Guidelines for RENEWAL of University Distinguished Teaching Professorships

Distinguished Teaching Professors are reviewed for renewal every five years. Faculty who hold a Distinguished Teaching Professor designation scheduled for review in **2025-2026** must submit self-nominations for renewal to the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2025**. Award criteria and renewal are detailed in [UNT Policy 06.015](#). **Applicants must demonstrate they continue to meet or exceed the criteria for the Distinguished Teaching Professor designation.**

Renewal applications must include a teaching portfolio containing the items listed below. The portfolio should highlight accomplishments during the period under review, which is the time since your appointment as Distinguished Teaching Professor, or since your last review, whichever is more recent.

The nomination packet should include the following documents. The award portal allows for each item below to be uploaded separately.

- 1) Table of Contents
- 2) List of instructional assignments by semester indicating semester/year, class size, classification, format, and any other course-related comments. Indicate with an asterisk (*) the courses that you have taught at the introductory level of the discipline. If this requirement has not been met, please provide a justification (i.e., needs of department, faculty leave).

Course Number & Name	Semester & Year	Class Size	Undergraduate vs. Graduate	Format (Online/ Blended/Traditional)	Required vs. General Elective	Other Course Related Comments

- 3) Personal narrative (or listing) indicating how you have encouraged and will continue to encourage teaching performance and development among faculty and/or graduate students in your unit, the university, and/or the profession by mentoring, teaching, and/or sharing good teaching practices. The summary must indicate with evidence that the faculty member has *sustained or exceeded* their outstanding performance in teaching since their original designation or renewal, whichever is most recent.
- 4) Summary of student evaluations for each long semester since your appointment as Distinguished Teaching Professor or your last review. Table format is preferred.
- 5) 2–3 teaching exemplars (e.g., online modules; integration of technology; innovative rubrics/assessments; globalizing the curriculum; embedding academic skills) demonstrating teaching excellence
- 6) Other documentation that highlights your teaching excellence accomplishments not mentioned above (e.g., faculty awards; student achievement).
- 7) Current vita

Candidates should submit their self-nominations using the [Faculty Success InfoReady Portal](#) by **5:00 PM, October 9, 2026**. Please submit to the award titled **“Distinguished Teaching Professorship.”**