

TO: UIS Faculty

FROM: Harry Berman
Provost and Vice Chancellor for Academic Affairs

DATE: January 9, 2008

SUBJECT: Burks Oakley II Distinguished Online Teaching Award

Attached are the guidelines for the Burks Oakley II Distinguished Online Teaching Award. Made possible by the generosity of Burks Oakley II, this award is intended to recognize UIS faculty members whose performance exemplifies the institution's commitment to excellence in online teaching.

Please take the time to nominate one of your colleagues for this prestigious award. Self-nominations are accepted for this award. Nominations should be received by the Provost/VCAA, PAC 525, by **Wednesday, February 6, 2008.**

HJB/dkg

Enclosure

BURKS OAKLEY II DISTINGUISHED ONLINE TEACHING AWARD

Guidelines for Administration of the Program

Purpose

The Burks Oakley II Distinguished Online Teaching Award is intended to recognize UIS faculty members whose performance exemplifies the institution's commitment to excellence in online teaching. The recipient of this award shall receive \$1,000 cash plus a commemorative plaque, and their name will be engraved on a permanent plaque located in the Provost's Suite. The award is funded through the generosity of Burks Oakley II.

Who can be nominated?

All tenured or tenure-track faculty members. A nominee's file will remain active for three years unless the nominee is selected for the award.

Who can make nominations?

All tenured faculty and tenure-track faculty members, as well as administrators holding faculty rank may make nominations. There is no limit as to the number of nominees from any department/program or college. Self-nominations are allowed and encouraged.

Nomination Guidelines

1. The award will be given based on evidence in three areas:
 - A statement by the candidate addressing their online teaching philosophy and describing innovative pedagogical approaches used in their online courses;
 - Student evaluations of online courses taught by the candidate; and
 - Letters from current or former students enrolled in the candidates' online courses.
2. Each nomination should be accompanied by the candidates' curriculum vitae.
3. Nominators must obtain written permission from the nominee to review his or her personnel file to assist in preparing the nomination. **This permission extends to all those reviewing the nomination as part of this process.** Self-nominators should grant permission, via an email to Debbie Gill (dgill1@uis.edu), to have their personnel files reviewed as part of this process.
4. All recipients shall be required to present a campus-wide seminar describing their approach to online teaching, with emphasis on teaching philosophy and innovative pedagogical approaches. The presentations can occur at the same time period as the

award or in conjunction with, or as a part of another, faculty development series, such as a brown bag lunch time program.

Review Panel

The Campus Sabbatical and Awards Committee shall serve as the review panel for the Burks Oakley II Distinguished Online Teaching Award.

Processing Guidelines

1. All nominations must be received by the Provost/VCAA, PAC 525, by **Wednesday, February 6, 2008.**
2. The Review Panel shall make its recommendations to the Provost/VCAA by **Friday, February 29, 2008.**
3. The Chancellor shall subsequently notify the recipient of this award of his decision.
4. The Provost/VCAA shall notify nominees not selected for this award.
5. Nomination materials shall be placed in the appropriate faculty member's personnel file following conclusion of the selection process.