

# UNIVERSITY OF WYOMING

## Office of Academic Affairs

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**To:** Deans, Department Heads and Chairs  
**From:** Anne Alexander, Interim Vice President for Academic Affairs  
**Date:** January 5, 2021  
**Subject:** Nominations for Faculty Awards

The Office of Academic Affairs and the Faculty Senate's Faculty Recognition and Development Committee wish to solicit nominations for the Ellbogen, Humphrey, and Hollon awards. This memorandum describes the awards and the nominating procedures. Each award carries a stipend. Please send nominations, including all letters and supporting materials, **electronically**, to the following email address: [mandyj@uwyo.edu](mailto:mandyj@uwyo.edu). If you are unable to submit the nomination packets electronically, please send to:

Faculty Recognition & Development Committee  
c/o Office of Academic Affairs  
Old Main, Room 318  
UW Campus

**The deadline for receipt of complete nomination packets is February 19, 2021.**

The Faculty Development Committee will review nominations and select awardees. In addition, the committee will invite the President of the ASUW or a designated representative to participate. The committee requests that no department nominate more than one individual for each award. Departments are welcome to re-submit unsuccessful nominations from previous years, since in any single year there are often more strong nominees than awards.

In addition, the committee will consider the nominees for the CASE U.S. Professors of the Year Award, given by the Carnegie Foundation for the Advancement of Teaching. This national award, given in each state, emphasizes excellence and innovation in undergraduate instruction. The committee encourages nominators to address the innovative aspects of the nominee's undergraduate teaching, if appropriate.

The following is a brief description of each award and its requirements.

A. **John P. Ellbogen Meritorious Classroom Teaching Award**

**Purpose:** To "reward excellence in classroom teaching at the University of Wyoming."

**Eligibility:** All full-time faculty and academic professionals who teach are eligible. The committee discourages nominations of individuals who have won this award in the previous ten years.

**Nominating Materials:** The nominee's packet should include:

- A current curriculum vitae.
- A summary list of the 6 most recently taught classes **or** classes taught over the last 2 years, including the current semester (whichever is greater in number of classes), with class enrollments.
- All evaluations for these classes. Please provide an explanation for any courses that do not have evaluations.
- Two supporting letters from colleagues.
- Two supporting letters from students.
- Two supporting letters from former students.
- If the nominee has been a recipient of the Humphrey award in the past, the nomination should so indicate.

**B. George Duke Humphrey Distinguished Faculty Award**

**Purpose:** To recognize a faculty member who, in addition to acclaim as a teacher, has achieved distinction as a scholar in research or other creative activity, and who has given distinguished service to the university.

**Eligibility:** All full-time faculty who teach and conduct research or creative activities are eligible. Past recipients of the Humphrey award are not eligible, but past winners of other awards are eligible.

**Nominating Materials:** The nominee's packet should include:

- A current curriculum vitae.
- A summary list of the 6 most recent classes taught **or** classes taught over the last 2 years, including the current semester (the greatest number), with class enrollments.
- All evaluations for these classes. Please provide an explanation for any courses that do not have evaluations.
- Two supporting letters from colleagues.
- Two outside letters of support.

**C. Hollon Family Award for Teaching Excellence in Off-Campus Programs**

**Purpose:** To recognize teaching excellence in academic courses and programs delivered through the Outreach School.

**Eligibility:** All faculty or academic professionals who teach in the off-campus programs listed above are eligible. Packets will be screened by the Outreach School to ensure that nominees meet the qualifications. Past winners of other awards are eligible. The committee discourages nominations of previous Hollon award winners.

**Nominating Materials:** The nominee's packet should include:

- A current curriculum vitae.
- A summary list of the 6 most recent classes taught **or** classes taught over the last 2 years, including the current semester (the greatest number), with class enrollments.

- All evaluations for these classes. Please provide an explanation for any courses that do not have evaluations.
- A nomination letter explaining why the nominee should receive the Hollon award, including a description of the nominee's off-campus activities.
- Three supporting letters from individuals who have first-hand knowledge of the nominee's teaching abilities.

#### D. **John P. Ellbogen Lifetime Teaching Award**

**Purpose:** To recognize the long, distinguished and exemplary career of one senior faculty member who has excelled as a teacher at the University of Wyoming.

**Eligibility:** All full-time senior faculty who are well recognized, within and beyond the university, for their scholarly contributions to teaching and learning. The committee encourages the nomination of winners of other university-level awards, but selection is not restricted to previous winners.

**Nominating Materials:** The nominee's packet should include:

- A letter of nomination from a University of Wyoming faculty member.
- The nominee's current curriculum vitae.
- Two supporting letters from faculty colleagues.
- Two supporting letters from former students.
- Two outside letters of support.
- A description of the nominee's major career accomplishments as an educator, which may include:
  - Examples of nationally or internationally recognized contributions to teaching and learning, such as an award from a professional society, publications of articles, and widely acclaimed textbooks.
  - Examples of teaching activities in which study of his or her own teaching or the teaching of other educators resulted in deeper student understanding and engagement in learning. In other words, the faculty member engaged in the scholarship of teaching and learning, and colleagues are aware of the activity.
  - Examples of tangible contributions that enhanced the teaching and learning culture, such as mentoring junior faculty or graduate students, major curricular reform, leadership for extracurricular student activities that enhanced their learning environment.
  - Examples of how the candidate's scholarship in the discipline has informed his or her teaching.

If you would like to view previous faculty award recipients, please visit:

<http://www.uwyo.edu/acadaffairs/awards/>

Thank you in advance for your thoughtful consideration and nomination of strong candidates. The nomination itself is significant recognition. If you have any questions, please feel free to call Academic Affairs at 766-6476.

cc: Faculty Recognition & Development Committee  
Chair, Faculty Senate  
Dean of Students  
The Branding Iron  
Media Relations  
The C.E. Hollon Family  
The Ellbogen Family  
President, ASUW  
Office of the President  
Office of Distance Education