

**Kosove Distinguished Undergraduate Teaching and Service Award: Lifetime achievement  
Nomination Guidelines**

1. Any member of the University of South Florida community (including self- nominations) may submit documented nominations of persons holding an appointment with a **minimum 5 years of service at USF** at the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The nominee must be currently employed at the time of the nomination deadline. If a nominee leaves USF service before the award is bestowed, the nomination may be administratively withdrawn.
2. Documented nominations are to be submitted to the chairperson of the department with which the candidate is affiliated, and a notice of the nomination is to be forwarded by the nominator to the Chair of the Honors and Awards Council. A notification form to be used for this purpose is attached to these guidelines. The department chairperson will forward the nomination to the college dean with any comments he or she chooses to make. Each dean will forward all nominations for consideration to the Chairperson of the Honors and Awards Council with such comments as he or she chooses to make by the deadline date.
3. Nominations must be accompanied by comprehensive curriculum vitae, including evidence to support undergraduate teaching and service. Teaching evidence may include: student and peer evaluations, personally prepared teaching and drill aids, course syllabi, statements of teaching philosophy, descriptions of teaching techniques, histories of the accomplishments of former students, and other material that will assist the committee in evaluating the contributions of the nominee to the originality, creativity, technical proficiency, enhancement of teaching, training, and learning of students at the University. Evidence of service may include: service to USF, appropriate professional societies, and local, state, regional, national or international organizations and communities. These materials will assist the committee in evaluating the contributions of the nominee to service and leadership activities that effect positive change in the community as stated in the “Kosove Society Goals.” Specifically, the Kosove Society aims “to promote individual and collective social responsibility, societal change for the betterment of humanity, participation in academic disclosure; the principles of diversity and cohesiveness in the community; and the development of leadership skills.” While service of all kinds is valued, the award places special emphasis on service carried out in the nominee’s professional capacity that clearly addresses the goals of the Kosove Society.
4. Although performance during the entire career of the nominee is considered, recent work at USF, within the last 5 years, will be dominant in the evaluation. Each individual will be considered upon their individual merits as documented by the nomination and supporting information provided.
5. Candidates may be nominated again in subsequent years. Repeated awards for the Kosove Distinguished Undergraduate Teaching and Service Award will be given only under highly unusual circumstances. The submission of a nomination for the Kosove Distinguished Undergraduate Teaching and Service Award would preclude the

nomination of the same person for the Jerome Krivanek Distinguished Teacher Award and/or the Distinguished Service Award within the same academic year.

6. Decisions by the council will be transmitted as recommendations to the Faculty Senate Executive Committee, the Faculty Senate, and the Provost for their action.
7. No award will be considered final and official until it is formally announced by the Provost of the University.
8. Professorship awardees will be asked to attend two Kosove functions after receiving their award: the Kosove annual retreat and the Kosove Induction Ceremony (early Fall semester). The awardee will be invited to lead an educational activity/discussion relevant to their academic interests and the Kosove Society Goals.

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### **Nomination Checklist**

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The Honors and Awards Council requests the nomination dossier to be organized in the following order. Please use font point 11 or higher throughout the document.

- \_\_\_ Notification of Nomination Form (completed by nominator)
  - \_\_\_ Checklist for Kosove Distinguished Undergraduate Teaching and Service Award nomination
  - \_\_\_ A one-page nomination letter (a cover sheet with a brief explanation of why this person is a compelling nominee for this award with the nominator's signature)
  - \_\_\_ Table of Contents
  - \_\_\_ Recommendations from the nominee's Department Chair and Dean, who should specifically address ways in which the nominee's achievements match the goals of the Kosove Society.
  - \_\_\_ Student and peer evaluations synopsis; Limit 1 page
  - \_\_\_ Statement of service to USF, profession and community (Limit 2 pages)
  - \_\_\_ Statement of teaching philosophy; Limit 1 page
  - \_\_\_ Description of teaching techniques; Limit 1 page
  - \_\_\_ Histories of the accomplishments of former students; Limit 2 pages
  - \_\_\_ Personally prepared teaching and drill aids including the number of published textbooks, sales record if known, use of innovative technology; Maximum 5 pages (If available)
  - \_\_\_ Curriculum vitae
- APPENDIX (25 pages maximum) Web links are acceptable
- \_\_\_ Course syllabi
  - \_\_\_ Peer evaluations (samples of peer evaluations)
  - \_\_\_ Student evaluations (summary of scores or qualitative evaluative statements)

\_\_\_\_ Any materials, that are relevant and will assist the Council in evaluating the contributions of the candidate

Submission format:

\_\_\_\_ Electronic file in Portable Document Format (pdf) Limit 12 MB  
(Use Acrobat Professional to alter the size of the file if larger than 12 MB)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of adoption: 10-17-12  
Revised: 09/13; 05/15

**Kosove Distinguished Undergraduate Teaching and Service Award: Lifetime achievement  
Evaluation Rubric**

	4 OUTSTANDING	3 SUPERIOR	2 VERY GOOD	1 GOOD
ORIGINALITY AND CREATIVITY IN TEACHING				
STUDENT ACCOMPLISHMENTS				
BROADER IMPACT OF TEACHING				
ACHIEVEMENT DURING ENTIRE CAREER				
ACHIEVEMENT IN RECENT YEARS WHILE AT USF				

	4 OUTSTANDING	3 SUPERIOR	2 VERY GOOD	1 GOOD
SERVICE AT THE UNIVERSITY OF SOUTH FLORIDA LEVEL				
SERVICE (LOCAL, STATE, REGIONAL, NATIONAL, INTERNATIONAL)				
DEGREE OF FIT WITH GOALS OF KOSOVE SOCIETY				