

CARVER COLLEGE OF MEDICINE NOMINATION GUIDELINES 2023  
**Collegiate Teaching Award**

Nominations are welcome from students, colleagues, or department executive officers but should not be made by the nominee. Eligibility: Tenure-track and clinical-track faculty members with a primary appointment in the College of Medicine who have been on faculty for at least 3 years. Faculty members who received this award in the last three academic years (2019, 2020 and 2021) should not be nominated this year.

The nomination packet should include (in this order):

1. A letter from the **nominator** describing the nominee's activities and accomplishments which demonstrate unusually significant and meritorious achievement in teaching during the academic years: 2020-2021, 2021-2022, 2022-2023 (and anticipated Fall 2023). Use the format below [2 page maximum].
  - A. How does this nominee's teaching practices (including clinical lab or other formal settings) enhance **student learning**? As part of this discussion, please describe and evaluate the nominee's teaching materials and teaching activities.
  - B. How does this nominee's other contact with students (mentoring, advising, sponsoring of creative and/or scholarly achievements, etc.) contribute to **students' development** (intellectual growth, creative achievement, research, externships, publications, etc.).
2. A brief statement of nominee's teaching philosophy (1 page). \*\*
3. A description of the nominee's teaching activities in the College of Medicine during the academic years listed above including courses, mentoring, advising, curriculum development, or scholarly work related to medical and biosciences education. This description should be in outline or tabular form. \*\*
4. An inclusive summary of student evaluations of the nominee's teaching (course or clerkship evaluations, etc.) for the past 3 years. The summary should include quantitative data and representative narrative comments. Quantitative data should include sufficient information to allow reviewers to interpret the data, such as mean and standard deviation or range of scores, description of the rating scale and the number/type of students in the sample. \*\*  
*Note: please put the student evaluation summary in a separate document or on its own page(s) in the nomination packet. Information from the nomination letter may be used to communicate about award recipients, and should not include confidential materials.*
5. A supporting letter by a colleague describing the nominee's excellence in teaching during the above academic years. [limit to 1 page]
6. Letters written by no more than four students (may include residents) consisting of supporting paragraphs about the nominee's strengths and qualities as a teacher.

The nominee should also sign the cover page (see next page) to indicate permission to release the information contained in the application.

The material for each nominee may not exceed 10 pages. The cover page is not included in this count. **Nomination materials should be emailed to [CCOM-OFAD@uiowa.edu](mailto:CCOM-OFAD@uiowa.edu) by 5:00 p.m. on December 1, 2023.** Incomplete applications or those that exceed length limits may not be reviewed. If you have questions, contact [CCOM-OFAD@healthcare.uiowa.edu](mailto:CCOM-OFAD@healthcare.uiowa.edu).

\*\* Information to be provided by, or with consent of, the nominee.

**Collegiate Teaching Award  
2023**

**Nominee name and contact information:**

Name of Nominee: \_\_\_\_\_

Faculty Rank \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

**Nominator name and contact information:**

Name of Nominator: \_\_\_\_\_

Faculty Rank \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

*I have read the information and I approve the release of all information therein for use in the selection of the Collegiate Teaching Award.*

Nominee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This page must be attached to each nomination for a Collegiate Teaching Award.**