

**Guidelines Jack G. Justus Endowment for Teaching
Excellence**

Rev. April 24, 2008

A. Objective of the Award

The objective of this award shall be to recognize a member(s) of the faculty of the Dale Bumpers College of Agricultural, Food and Life Sciences based on their accomplishments in undergraduate and/or graduate teaching and application materials described below.

B. Eligibility

The award will be based on competitive applications which would state clearly the purpose and scope of the candidate's teaching endeavors and accomplishments in a statement prepared by the nominator(s). Measures of the impact of the candidate on student learning and student success is an important component of the evaluative process. The candidate's packet will be reviewed on creativity and innovative teaching techniques; teaching philosophy; evidences of teaching effectiveness; student relations and advising; effectiveness in extending teaching beyond the classroom (outreach); teaching load; and integrating teaching with research, extension and/or administrative responsibilities. Nominees must have a distinguished record of scholarship and commitment to teaching and should have received other teaching recognitions.

Process of Nomination

The application packet will include (1) a letter of nomination; (2) a statement of honors and accomplishments of the candidate related to the criteria not to exceed three pages; (3) a statement by the candidate of the desired application of the funds for instructional improvement; (4) letters of support from students (former and/or current) which support the accomplishments claimed (no more than three letters; and (5) support of peer faculty (to include letters from faculty in the Bumpers College, faculty from other Colleges at the University of Arkansas and faculty from other Universities; no more than two from each category). Student course evaluations should be included in the appendix.

The deadline for nomination materials to be submitted will be announced each fall by the Office of the Dean. Resubmissions with a current nomination letter are acceptable for a period of three years (the initial submission plus two subsequent years).

C. Selection

Selection of the recipient(s) will be made by the Dean upon recommendation of a peer committee.

D. Award

The recipient(s) will be recognized during the College's annual Honors Convocation and will bear the title, *Justus Professor*, for that period. The award will become effective September 1 of the year of recognition and cover the subsequent 12-month period. The recipient(s) will receive an award of \$5,000 total to be used for enrichment of their teaching program (which may be defined in broad terms depending on the desires of the recipient). None of the endowment may be allocated to the salary of the holder(s). Teacher enrichment may include a lecture series or visiting lecturers with proper credit given to the named endowment fund. The proposed application of funds for instructional improvement and the overall vision of an applicant for improving instructional programs in the Bumpers College will influence final selection of the Justus Professor

Specifics of the proposed activities will be determined after selection of the recipient. The recipient(s) will present a proposal for use of funds to his/her department head for approval and then for approval by the dean before September 1 of the year of the award. The recipient will also be expected to give a college-wide seminar related to teaching during the year of the award.

Note: The packet should be organized in the order of the packet criteria (1-5) for uniformity. No color documents, photographs, or special binding is allowed. Each nominee is encouraged to submit electronic copy of the nomination packet materials if possible.