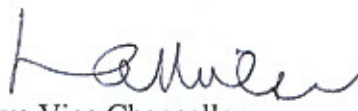


September 12, 2008

MEMORANDUM

TO: Deans  
Associate Deans

FROM: Larry A. Nielsen   
Provost and Executive Vice Chancellor

RE: University Teaching Awards Selection Process

Teaching and learning are at the core of our University's mission. For many years, NC State has rewarded excellence in teaching through a variety of awards and recognitions. I request your leadership to initiate and guide the process of selecting faculty to be honored for the 2008-2009 academic year. Specific time lines, criteria, process changes, selection processes, and recognition for each award as well as any related forms are located on the new teaching awards web site: <http://www.ncsu.edu/faculty-development/awards>. The site also contains contact information for questions or assistance with the university awards.

Your first task as dean is to establish a teaching award selection/nomination committee charged to solicit and accept nominations, assure preparation of nomination materials, and submit materials for the appropriate teaching award by the deadlines stated below.

**Schedule of Due Dates**

Completed portfolios or dossiers meeting the guidelines are to be delivered to Virginia Howell, 4<sup>th</sup> Floor, Clark Hall, Room 415 by the following schedule:

Alexander Quarles Holladay Medal for Teaching Excellence—**Due December 10, 2008.**

**Note: The number of nominations for the Holladay Medal has declined in recent years. Please encourage nominations from your college for this award.**

Alumni Distinguished Undergraduate Professor Award- **Due January 29, 2009**

Board of Governors Award for Excellence in Teaching- **Due January 8, 2009**

Outstanding Teacher Award- **Due January 29, 2009**

Teaching Awards Process 2008-2009

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Please note that the names of award nominees and recipients are **confidential** until officially announced to the campus by the provost. Selection committee discussions are also **confidential**.

The Associate Dean for Academic Affairs in each college will be the contact for the teaching awards process unless you indicate otherwise. If you wish to designate another contact person, please e-mail Virginia Howell at [virginia\\_howell@ncsu.edu](mailto:virginia_howell@ncsu.edu).

College nominee dossiers should be submitted to:

Virginia Howell

Room 415 Clark Hall

Campus Box 7227

Phone 919-513-3636

[virginia\\_howell@ncsu.edu](mailto:virginia_howell@ncsu.edu)

Please call or email Virginia with any questions or concerns.

We look forward to working with you this year to identify and recognize outstanding teachers among NC State faculty.

LAN/vch

cc: Betsy Brown, Vice Provost for Faculty Affairs  
Katie Perry, Senior Vice Provost for Academic Affairs  
Virginia Howell, University Teaching Awards Administrator  
Diane Chapman, Chair, Evaluation of Teaching Committee  
D. Kathy Hart, Associate Executive Director, Alumni Association  
James D. Martin, Chair of the Faculty  
Laura Massengill, Chair, Staff Senate  
Johnny Dawkins, IV, President, Student Body  
T. Greg Doucette, President, Student Senate  
Department Heads