**Dossier Template for Self-Nominations for the
Piper Professor Nomination**

**Please begin the process of preparing your nomination dossier, which must be submitted electronically as a single PDF file by February 7th, 2025.**

* **Eligibility:** Full-time Tenured, Tenure Track, and Academic Professional Track faculty.

To assist with the submission process and to ensure that each dossier is of comparable format, size, and scope (thereby allowing reviewers to focus on *content*), the Office of the Provost has created this template. As the template for each award differs from the others, be sure that you are using the document corresponding to the award for which you were nominated.

**A. How to use this template**

1. Save this file to your local computer. When naming the downloaded file, change the file’s generic name by using the following pattern: “Nomination-Piper.doc” 🡪 “Piper-2025-Smith.doc” (where “Smith” should be replaced by your surname).
2. On your local computer, open the newly downloaded file and verify its contents.
3. Working through each page of the template:
* Replace items in square brackets appropriately, removing the brackets in the process:

 e.g., [Name of School/College] 🡪 College of Engineering

* Add required information to each of the empty tables that appear throughout.

Not all of the information required for your dossier can be directly typed (or otherwise integrated) into this document. For example, it is not possible to insert a PDF file with course evaluations into this file. That said…

1. Whatever information *can* be typed into this template *should* be typed into this template and saved in .doc (or .docx) format for continual editing. There should be no need to handwrite anything.

**B. Some notes on the dossier’s content**

1. In working with this template, remember its dual purpose: to facilitate the submission process and to ensure parity among nominees. Therefore, it is critical that you follow the template carefully. The review committee will disqualify a dossier if it appears that the nominee has attempted to seek advantage by:
	* exceeding stated page limits;
	* adjusting the font, font size, line spacing, or page margins to allow more text per page; or
	* including material beyond that which has been specified.
2. When completed, the dossier should include course evaluations from all courses taught over the past two years.
3. When presenting a summary of teaching evaluations, please do one of the following.
	* If you include data from a course evaluated under the new “Student Feedback Survey,” insert a copy of the summary report you received for that class behind the page marked “Summary of Teaching Evaluations.” That’s it. You need not summarize the data otherwise.
	* If you are using evaluation data from a course that did not use the new Student Feedback Survey forms (for whatever reasons), summarize the data in whatever way you feel is most appropriate, provided that the summary does not exceed one page (single spacing permitted) and then insert copies of the actual evaluation forms, capturing the side that includes the written comments only. Please copy all actual forms, including those pages that do not include student comments, thereby ensuring that the number of total surveys indicated on the summary pages equals the number of photocopied survey pages.

Given that we have recently moved to a new course evaluation system, it is quite possible that the student feedback appearing in your dossier won’t be directly comparable. The review committee fully understands and will evaluate the data appropriately.

**C. Creating the required PDF file**

While all nominees must submit their dossiers as a single PDF file, nominees are free to create their PDF files by whatever means are most familiar or comfortable. The range of possible paths toward the final PDF file is quite wide, particularly given the different formats in which the dossier’s source information likely exists.

* For example, how you convert this template (in .doc format) to PDF will depend on the software you are using. You may be able to save it as PDF, or you might print it to a “virtual printer” to convert it to PDF. Alternatively, you may need to print a hard copy and scan those pages. (This last option is least optimal.)
* Original letters mailed to you will need to be scanned for processing. Other letters may be e-mailed to you already scanned as PDF files.
* Teaching evaluations may already exist as PDF files.

**In the end, how to create the final PDF is a decision left to you.**

Of the many possible strategies, the following two processes may help. Use them if you’d like.

1. Once you have finished typing in the information required by this template,
	1. print the file contents on paper (single-sided). Gather all the other materials that will appear in the dossier (e.g., letters written on your behalf, copies of teaching evaluations), also ensuring that these are printed out on paper (single-sided). Assemble this collection of papers into a hard-copy version of your dossier – as if you were going to put it into a three-ring binder and submit. Be sure that your materials are free of staples, clips, etc. Locate a scanner – the newer, the better. *It is very likely that your unit’s photocopier also scans documents. Ask your administrative support staff.* Scan the assembled hard copy materials into a single PDF file.
	2. print the file contents to PDF. On your computer, open the PDF versions of all the other materials that will appear in the dossier (e.g., letters written on your behalf, copies of teaching evaluations). Use the Adobe Acrobat combine files function to merge all documents into a single PDF file. Use the organize pages function to assemble the materials into the proper order for your dossier.
2. Name your PDF “Piper-2025-Surname.pdf”.

**D. Submitting your electronic dossier**

**The PDF file should be submitted to the Faculty Senate by emailing it directly to** **facultysenate@uta.edu****.**

Your PDF must be successfully submitted by **11:00 AM, Friday, February 7th, 2025**. (Nominees are advised to complete this process at least 48 hours in advance of the deadline to minimize any potential negative impact arising from technological issues.)

Address questions to Andy Milson, Chair of the Faculty Senate (milson@uta.edu) .

**Piper Professor Nomination Dossier: Contents**

Be sure that you have included the materials specific to the award for which you are applying.

1. **Cover Page.** See the next page.
2. **Teaching Impact Statement.** Our UTA Piper Professor Selection Committee will be required to write a statement with the following prompt: *Since the Piper Foundation is primarily interested in identifying and honoring effective and dedicated teachers, the Selection Committee would appreciate any information you care to submit about the nominee’s teaching. Is there evidence that the nominee is particularly effective in the classroom and in personal contact with students? Has the nominee demonstrated an unusual dedication to the profession of teaching? Does the nominee inspire respect and admiration in their colleagues? In comparison with other members of the faculty, how do you rate the nominee (1) as a teacher, (2) as a scholar, and (3) in the contribution made to the achievement of the purposes of the institution?*

Please include a statement of teaching impact that will help the selection committee craft their statement to support the eventual UTA nominee. Your teaching impact statement should address the following: 1) how have you demonstrated an unusual dedication to the profession of teaching?; 2) what makes you effective in the classroom?; 3) how do you engage students inside and outside of the classroom?; 4) how does your teaching contribute to the larger university?

1. **Autobiographical Sketch** in narrative form. Write a short personal history as it relates to motivation and inspiration for teaching.
2. **Letters of Support.** Two letters that speak to the quality of your teaching, one each from:
3. your department chair *or* your dean *or* another administrator
4. a faculty member, administrator, *or* student

*Each nominee is expected to solicit his/her own letters, receive them, and place them directly into the dossier.*

1. **Record of Recently-Taught Courses.** List all courses taught during the spring, summer, and fall semesters of 2023 and 2024 using the table in the template.
2. **Teaching Evaluations.** Provide the pdf from the student feedback surveys from all courses taught in the past two years.
3. **List of Current Additional or Administrative Duties** (i.e., Chair of Department, Graduate Advisor, Thesis/Dissertation Director, etc.), and provide numbers of Professors/Students involved and approximate number of hours devoted thereto.
4. **List of Any Student Organizations or Scholastic Fraternities** sponsored during the past three years.
5. **List Any Membership** in honor societies; professional societies; listing in who’s who or other; special education projects undertaken (TV series, etc.), special awards/grants received.
6. **Publications.** please summarize any research projects completed and list any books/articles published and/or in use, exclusive of your Master’s Thesis and/or Doctoral Dissertation.
7. **Statement of Service.** Provide a short statement in narrative form of service to the off-campus community.
8. **Curriculum Vitae.** Other than what has heretofore been enumerated, please indicate the highlights of your teaching career and include any teaching awards you have received.

When creating your final PDF, do not include these first three pages of instruction.
**The first page of your electronic dossier should be the next page.**



[Name of School/College]

*Dossier for the*

***Piper Professor Nomination***

**[Nominee’s Name]**

[Nominee’s Academic Title/Rank]

[Nominee’s Home Department/Program]

***Spring Semester 2025***

First year of service at UT Arlington: [XXXX]

E-mail address: [XXXXXX@uta.edu]

**1. Teaching Impact Statement.** Our UTA Piper Professor Selection Committee will be required to write a statement with the following prompt: *Since the Piper Foundation is primarily interested in identifying and honoring effective and dedicated teachers, the Selection Committee would appreciate any information you care to submit about the nominee’s teaching. Is there evidence that the nominee is particularly effective in the classroom and in personal contact with students? Has the nominee demonstrated an unusual dedication to the profession of teaching? Does the nominee inspire respect and admiration in their colleagues? In comparison with other members of the faculty, how do you rate the nominee (1) as a teacher, (2) as a scholar, and (3) in the contribution made to the achievement of the purposes of the institution?*

Please include a statement of teaching impact that will help the selection committee craft their statement to support the eventual UTA nominee. Your teaching impact statement should address the following: 1) how have you demonstrated an unusual dedication to the profession of teaching?; 2) what makes you effective in the classroom?; 3) how do you engage students inside and outside of the classroom?; and 4) how does your teaching contribute to the larger university?

[Select this text by double-clicking and begin typing. Limit your essay to two double-spaced pages. Do not extend your text to a third page. See the instruction sheet for details.]

**2. Autobiographical Sketch.**In narrative form, write a short personal history as it relates to motivation and inspiration for teaching.

[Select this text by double-clicking and begin typing. Limit your essay to two double-spaced pages. Do not extend your text to a third page.]

**3. Letters of Support**

Complete the two short tables on the page by double-clicking inside the shaded boxes and typing.

***3a. Letter from a department chair, dean, or other administrator***

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| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

***3b. Letter from a faculty member, administrator, or student***

|  |  |
| --- | --- |
| Name of letter-writer: | [double-click here, etc.] |
| His/her title or position: |  |
| His/her relationship to you: |  |

*Please place the two letters behind this page, in the order indicated above.*

**4. Record of Recently-Taught Courses**

In the table below, list all courses taught during the spring, summer, and fall semesters of 2023, and 2024. Use the example given as model (but be sure to delete it in your own list.) Add rows as necessary.

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| **Semester** | **Prefix** | **Number** | **Section** | **Title** | **# of Students** |
| Spring 23 | ENGL | 1100 | 001 | Introduction to Reading and Writing for College-Level Students | 24 |
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**5a. Teaching Evaluations**

Please upload the course evaluations from all courses listed in section # 4. Simply insert a copy of each course’s SFS PDF summary report behind this sheet.

**6. List of current additional or administrative duties (i.e., Chair of Department, Graduate Advisor, Thesis/Dissertation Director, etc.)**A one-page (single-spaced) list in which you provide any administrative duties and the numbers of professor/students involved and approximate number of hours devoted thereto.

[Select this text and begin typing a list. Single-spaced text or bullet points are acceptable.]

**7. List of any student organizations or scholastic fraternities sponsored during the past three years.**Provide a list (up to one page) that includes any student organizations or scholastic fraternities sponsored, as well as the approximate number of students in each.

[Select this text and begin typing a list. Single-spaced text or bullet points are fine.]

**8. List of any membership in honor societies, professional societies, listing in who’s who or other; special education projects undertaken (TV series, etc.), special awards/grants received.**Provide a list (up to one page) that includes any membership in honor societies, professional societies, listing in who’s who or other; special education projects undertaken (TV series, etc.), special awards/grants received.

[Select this text and begin typing a list. Single-spaced text or bullet points are fine.]

**9. Publications.**Provide a summary of any research projects completed and list any books/articles published and/or in use, exclusive of your Master’s Thesis and/or Doctoral Dissertation.

[Select this text and begin typing a list. Single-spaced text or bullet points are fine.]

**10. Statement of service to off-campus community.**In narrative form, write a short statement of any service to the off-campus community.

[Select this text by double-clicking and begin typing. Limit your essay to one double-spaced page. Do not extend your text to a second page.]

**11. Curriculum Vitae**

 *Behind this page, please insert an abbreviated CV that highlights your teaching career and any teaching awards you have received, and other relevant information not enumerated in other sections of this template.*