

## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: EXCELLENCE IN TEACHING AWARD**

Please complete this form and *email* it to the chair listed below. Please note: if your nominee wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should he/she like to accept the award in person. The Region West winner of this award will be automatically forwarded as a nominee for the UPCEA National Excellence in Teaching Award.

***Submission must be received by August 8, 2014***

# About the Award

The UPCEA Excellence in Teaching Award is presented to individuals who have provided outstanding teaching, course development, mentoring of students, and service to continuing education. This award recognizes those who have made significant contributions to credit or noncredit programs and who have provided inspirational teaching to continuing education students.

### Eligibility

The nominated individual must have been employed by and contributed to the instruction of a continuing education program of a current UPCEA member institution.

### Criteria

1. Evidence of commitment to continuing education.
2. Outstanding teaching and mentoring of students - teaching may be defined to include work with students at any level and in a wide variety of settings; teaching effectiveness includes the ability to meet student learning objectives and evidence of a student-centered approach; evidence of superior student mentoring should illustrate the nominee's concern for student development beyond the normal expectations for advising.
3. Innovative course, program, and/or curriculum development -- extent to which courses or programs generated by the individual have been new, creative, or innovative.
4. Exemplary contributions to the institution and the profession.

### Nomination Procedure

Nomination must be made by a professional member of UPCEA and will include:

1. Narrative statement of not more than three pages, listing specific reasons why the nominee is worthy of this award. Evidence of outstanding achievements may include, but is not necessarily limited to:

* Brief history indicating the nominee's long-term commitment and contribution to the institution's continuing education program.
* Specific courses or programs the nominee has developed, coordinated, and/or taught
* Audiences served by this individual
* Effectiveness in teaching and mentoring of students
* Ability to meet student learning objectives
* How the work of this individual has brought credit or recognition to the institution, profession, or community
* Other awards received by this individual, including recognition by the institution
* Any national, regional, state, or local leadership achievements of the nominee (include offices held, committee assignments, etc.)

1. Current vita of nominee
2. Summary of student evaluations
3. Three to five letters of support from informed individuals who can attest to the nominee's accomplishments. (e.g., dean/director of continuing education, program administrators, teaching colleagues, department chair, former students)
4. Nominee’s bio. Please provide us with a short paragraph below (approx. 200 words) describing the person you are nominating in Word format (not PDF please). This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** [**melissa.nakamura@hawaii.edu**](mailto:melissa.nakamura@hawaii.edu)**.**

Melissa Nakamura, Awards Committee Chair

University of Hawaii at Manoa

2440 Campus Road Box 447  
Honolulu HI 96822  
Phone: (808) 956-6781  
e-mail: [melissa.nakamura@hawaii.edu](mailto:melissa.nakamura@hawaii.edu)