

COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
THE UNIVERSITY OF ARIZONA

**THE BART CARDON  
EARLY CAREER FACULTY TEACHING AWARD  
NOMINATION GUIDELINES**

**WHAT IS THE AWARD?**

The Bart Cardon Early Career Faculty Teaching Award was created to recognize and honor unusual dedication and outstanding performance by a member of the teaching faculty who is within their first 5 years of teaching at the University. The award is given annually, provided a suitable candidate is available. A plaque and a check for \$1,000 will be presented at Honors Convocation, which is usually held in conjunction with Family Weekend during the fall semester.

**WHO CAN BE NOMINATED?**

Any faculty member who meets the following eligibility requirements:

The nominee must be a member of the teaching faculty in the College of Agriculture and Life Sciences who is teaching formal courses. Appointment must consist of more than 5% teaching.

The nominee must not have taught formal courses for more than five (5) consecutive years.

The nominee cannot have won this award previously.

In addition to formal course instruction, the nominee must be or have been involved in two or more of the following activities:

- Student counseling and advising
- Directing graduate student thesis and dissertations
- Serving as faculty advisor to student clubs and activities
- Developing and/or introducing innovative teaching methods
- Participating in and/or directing new course and curriculum development

## **WHO CAN NOMINATE?**

Nomination of candidates for this award may be made by any administrative head, faculty, staff or student organization in the College of Agriculture and Life Sciences. Multiple nominations by each department/unit are encouraged.

## **SELECTION PROCEDURE**

A committee will review all nominations and make their selection based on the materials submitted. For required information see the Nomination Form.

## **SUBMISSION OF MATERIALS**

The original plus three copies of the nomination materials, **(four (4) total)** should be stapled or held together with a sturdy clip. Do not use loose leaf notebooks or three-ring binders. Bulky additional materials such as books, reprints, CDs, disks, or videotapes will not be accepted.

### **All material submitted must be in order:**

1. **One Recommendation Letter** - from the administrative head or faculty member of the nominee's department or school within the College of Agriculture and Life Sciences.
2. **One Letter of Support** – from a faculty member
3. **One Letter of Support** - from a student or student organization in the College of Agriculture and Life Sciences.
4. **Completed Nomination Form.**

### **Do not submit unsolicited letters or other materials.**

The selection committee will read only one letter from each category as listed.

**Incomplete packets will not be reviewed.**

**Send the original plus three copies of the nomination materials, (four (4) total)** to Joy Winzerling, Bart Cardon Associate Dean, Career & Academic Services Office, Forbes Building, Room 211, P.O. Box 210036, Campus Mail.

Questions regarding the guidelines, nomination process or event may be directed to Elaine Marchello, [evm@email.arizona.edu](mailto:evm@email.arizona.edu), 520-626-3631.

Please note: All non-winning nominees' applications will be held over and remain eligible for one additional year. All nominees will be given the opportunity to update their application before review.

**DEADLINE: by noon on Wednesday, September 23, 2015.**