August 29, 2012

Dear Colleague:

This year, the University of Pittsburgh will once again present the Chancellor’s Distinguished Teaching, Research, and Public Service Awards to accomplished members of the University’s faculty. These awards are designed to highlight exemplary teaching, research, and public service achievements. Attached are guidelines describing the achievements we wish to honor and outlining the nomination process.

I encourage you to nominate outstanding members of the University’s faculty for these awards. Please note the nomination deadline for each award.

- Nominations for the Chancellor’s Distinguished Teaching Awards should be sent electronically to Dr. Juan J. Manfredi, Vice Provost for Undergraduate Studies (manfredi@pitt.edu). The closing date for letters of nominations is Monday, October 8, 2012.

- Nominations for the Chancellor’s Distinguished Research Award should be sent electronically to Dr. Mark S. Redfern, Vice Provost for Research (mredfern@pitt.edu). The closing date for receipt of nomination is Monday, October 22, 2012.

- Nominations for the Chancellor’s Distinguished Public Service Award should be sent to Dr. Carey Balaban, Vice Provost for Faculty Affairs, (cbalaban@pitt.edu). The closing date for letters of nomination is Wednesday, October 31, 2012.

Should you have any questions on how to proceed, please call Juan Manfredi, Mark Redfern, or Carey Balaban as appropriate. In preparing nominations, you also may wish to enlist (but need not) the help of your Dean’s Office. We look forward to hearing from you.

Sincerely,

Patricia E. Beeson
Provost
Senior Vice Chancellor
### Schedule for the 2013 CHANCELLOR'S DISTINGUISHED TEACHING, RESEARCH, AND PUBLIC SERVICE AWARDS PROGRAM

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Thursday, September 13</td>
<td>Call for nominations-to appear in campus publications, and by way of letter from</td>
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<td>the Provost to the Deans, Directors, Department Chairs, and faculty</td>
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<tr>
<td>Monday, October 8</td>
<td>Closing date for letters of nominations (CDTA)</td>
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<tr>
<td>Monday, October 22</td>
<td>Closing date for receipt of nomination forms (CDRA)</td>
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<tr>
<td>Wednesday, October 31</td>
<td>Closing date for letters of nominations (CDPSA)</td>
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<tr>
<td>Monday, November 5</td>
<td>Closing date for receipt of mini-packets (CDTA)</td>
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<tr>
<td>Friday, November 30</td>
<td>Closing date for receipt of required documentation (CDPSA)</td>
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<tr>
<td>Thursday, December 13</td>
<td>Closing date for receipt of referee letters (CDRA)</td>
</tr>
<tr>
<td>Thursday, January 3</td>
<td>Closing date for receipt of teaching dossiers from finalists (CDTA)</td>
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<tr>
<td>Monday, January 7</td>
<td>CDRA Selection Committee Meets</td>
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<tr>
<td>Friday, January 11</td>
<td>Awardees’ names go to Chancellor for approval</td>
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<tr>
<td>Friday, January 18</td>
<td>CDPSA Awardees’ names go to Chancellor for approval</td>
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<tr>
<td>Up to January 30 (pending</td>
<td>Confidential notification by administration of winners and losers</td>
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<td>Chancellor’s approval)</td>
<td>ASAP (upon Chancellor’s approval)</td>
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<td></td>
<td>Deadline for submitting names for inclusion in Honors Convocation Program</td>
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<td></td>
<td>Arrange for production of certificates, award checks, Bronze plaque inscriptions</td>
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<tr>
<td></td>
<td>and Chancellor’s reception</td>
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<tr>
<td>Friday, February 22</td>
<td>Formal public announcement of winners-HONORS CONVOCATION</td>
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Office of the Provost

CHANCELLOR’S DISTINGUISHED TEACHING AWARD
2013 Guidelines

The Award

The Chancellor’s Distinguished Teaching Award recognizes teaching excellence by members of the University of Pittsburgh’s faculty. Up to five awardees may be chosen annually. Each award consists of a cash prize to the faculty member of $2,000 and a grant of $3,000 to support the faculty member’s teaching activities. All awardees are honored publicly.

Definition

Teaching is defined broadly and includes all activities that faculty members engage in to facilitate learning by undergraduate, professional, or graduate students: lecturing; clinical teaching; conducting seminars, tutorials, or recitations; etc.

Evidence of Excellence in Teaching

Because of the diversity of students, teachers, subject matters, teaching methods, and settings in which instruction occurs, there is no single, simple definition of teaching excellence. Teaching excellence is demonstrated by the manner through which faculty members fulfill the University’s mission to provide high quality undergraduate and graduate programs in the arts and sciences and professional fields. This includes how a member of the faculty generates intellectual excitement in students and how he or she motivates students to acquire the knowledge essential to personal and professional achievement. Distinguished teaching implies sustained commitment, effectiveness in helping students achieve meaningful goals, and overall teaching excellence.

Eligibility

Any faculty member who has served full-time at the University of Pittsburgh for at least five years is eligible, provided that he or she has been active as a teacher. Previous winners are not eligible.

Nominations

Any person or group of persons who possesses evidence of the nominee’s teaching ability and accomplishments may submit a written nomination. Letters of nomination should be limited to two single-spaced pages and should describe the nominee’s teaching strengths by means of specific examples, such as: how the nominee encourages his or her students’ development; innovative teaching methods used by the nominee; particularly effective assignments; special skills in communicating subject matter; how the nominee has influenced students or colleagues; and particular ways in which the nominee integrates his or her research with teaching.
The nomination letter should include the signatures, addresses, and telephone numbers of all nominators and indicate their relationship to the nominee (e.g., faculty colleague, student, chair of the department, etc.). **Nomination letters are due by October 8, 2012, and should be sent electronically in Word to: Dr. Juan J. Manfredi, manfredi@pitt.edu.**

**Selection Procedures**

Faculty members who are nominated for this award will be invited to submit a mini-packet of materials that includes a list of courses taught, a letter of support from the department chair/dean, and representative materials from one course. **This mini-packet must be received by November 5, 2012, and should be sent electronically to: Dr. Juan J. Manfredi, manfredi@pitt.edu.**

The Awards Committee is composed of distinguished faculty members and students, who are appointed by the Provost. The Committee will review the mini-packets in mid-November and select up to ten finalists. Finalists will be asked to submit a more complete teaching dossier by January 3, 2013. Guidelines will be provided for the preparation of materials for this dossier. Based on these dossiers, the Awards Committee will select up to five faculty members to receive the Chancellor’s Distinguished Teaching Award for 2013.
Office of the Provost
CHANCELLOR'S DISTINGUISHED RESEARCH AWARD
2013 Guidelines

The Award

The Chancellor’s Distinguished Research Award annually recognizes outstanding scholarly accomplishments of members of the University of Pittsburgh’s faculty. Up to five awardees are chosen in two categories:

Senior Scholar Awardees include faculty members who have compiled a substantial and continuing record of outstanding research and scholarly activity. Nominees in this category must have achieved preeminence in their field and be so recognized in letters of support from national and international leaders in the field. Except in unusual circumstances, referees cannot be friends or colleagues of the nominees.

Junior Scholar Awardees include faculty members who, by virtue of the exceptional quality of their early contributions, have demonstrated great potential as scholars and have achieved some international standing. Candidates for this award must have received their highest degree no more than 12 years before the time of nomination.

Each Chancellor’s Distinguished Research Award will consist of a cash prize to the faculty member of $2,000 and a grant of $3,000 to support the faculty member’s teaching and research. All persons selected for this award will be honored publicly.

Eligibility

Any tenured or tenure-stream, full-time faculty member who has served at least three years at the University of Pittsburgh is eligible to be nominated for a Chancellor’s Distinguished Research Award.

Nominations

Any group of three or more faculty members that possesses evidence of the nominee’s research and scholarly accomplishments may submit a written nomination. Nomination forms may be obtained online, on the Office of the Provost’s web page (under Research and then Distinguished Research Awards), or by contacting the Vice Provost’s office at 624-0784. Completed forms are due by October 22, 2012, and should be sent electronically, in either PDF or Word format, to Dr. Mark Redfern at mredfern@pitt.edu.

If you wish to re-nominate an individual, please submit electronic copies (PDF or Word format) of the following:

- a letter requesting reconsideration of the nominee;
- an updated curriculum vitae of the nominee;
• an attachment listing recent accomplishments since the last nomination; and
• a list of three new references (names, complete current addresses, and relevant professional relationship these individuals may have had with the nominee).

This information should be submitted to Dr. Redfern at the aforementioned e-mail address. Individuals may be considered for three consecutive years.

**Awards Committee**

The Awards Committee is appointed by the Provost, with the Vice Provost for Research serving as the non-voting chair. The Committee consists of outstanding faculty representatives of the University.
Office of the Provost

CHANCELLOR’S DISTINGUISHED PUBLIC SERVICE AWARD
2013 Guidelines

The Award

The Chancellor’s Distinguished Public Service Award annually recognizes outstanding public service contributions by members of the University of Pittsburgh’s faculty. Up to five awardees may be chosen annually. Each award consists of a cash prize to the faculty member of $2,000 and a grant of $3,000 to support the faculty member’s public service activities. All awardees are honored publicly.

Definition

Public service is broadly defined as the use of University and academic resources to address social problems and to improve the general welfare of humankind. It is a serious academic activity, which provides public or community benefit, is related to a faculty member’s academic expertise, is different from and goes beyond the traditional duties of a faculty member, and is conducted outside the University. Remuneration is not the primary purpose of the activity. Knowledge arising from this work, ideally, should be disseminated through publications, such as documents, reports, and papers; should be incorporated into the teaching and training of students wherever possible; and should have a long-term impact on the University and the community at-large.

Eligibility

Any full-time faculty member who has served for at least three years at the University of Pittsburgh is eligible to be nominated for a Chancellor’s Distinguished Public Service Award.

Nominations

Any member of the University community and external individuals or institutions who possess evidence of a nominee’s public service accomplishments may submit a written nomination. Nominees for the Chancellor’s Distinguished Public Service Award should possess a substantial and continuing record of public/community service in his or her field. A letter of nomination should identify specific activities and briefly describe how these contributions have been incorporated into the teaching and training of students and what the long-term impact has been on the community and the University. Nomination letters are due by October 31, 2012, and should be sent electronically to: Dr. Carey Balaban, ebalaban@pitt.edu.

Awards Committee

The Awards Committee is appointed by the Provost, with the Vice Provost for Faculty Affairs serving as the non-voting chair. The Committee consists of outstanding faculty representatives of the University.