MEMORANDUM

To: Deans, Directors and Chairs – Norman Campus

From: Kyle Harper
Senior Vice President and Provost

Douglas Gaffin, Interim Dean
OU Honors College

Date: October 17, 2019

Subject: Nominations for Presidential Teaching Fellows in Honors College

In soliciting applications or nominations for these teaching fellowships, please follow the timetable below. The schedule has been set to allow sufficient time for the nominations to be reviewed by those involved in the recommending process. Please note that applications from individual faculty members must be accompanied by letters of support from their director/chair and college dean.

All tenured and ranked renewable term faculty from all departments and colleges at OU are eligible to apply, with the approval of their home departments. Faculty who have already received a Presidential Teaching Fellowship in Honors will be eligible for a nomination in the second year of a two-year hiatus after receiving a fellowship.

Description of Fellowship

Each year, one to three current OU faculty who have a demonstrated record as distinguished undergraduate instructors will be selected to teach HON-prefix courses in the Honors College for a period of two years. Fellows will also have some additional Honors College service expectations, such as giving a presentation or other event for students once a semester, leading informal reading groups, service on scholarship selection committees, and/or supervising undergraduate research projects.

In cases of a 2-2 load (two courses per semester), those selected will receive a stipend of $20,000 per year in addition to their regular pay. The Fellows will also be granted a $5,000 annual research budget. The Fellows’ teaching will be evaluated by the Honors College during the tenure of the fellowship. The stipend may be taken either as professional expense money or supplemental pay, the latter of which will be taxable and subject to fringe benefit deductions. Payment in the form of supplemental pay is reported to the Internal Revenue Service as taxable income. The home department of each Fellow will receive $20,000 per year to ensure a continuation of the courses that each selected Fellow would have taught. Faculty may also apply for a fellowship to teach HON-prefix courses in the Honors College on a 1-1 load, in which cases the amounts above will be reduced by half. In some cases, the four-semester term of the
Fellowship could occur over a three-year period, with the Fellow returning to her/his home department in the middle year.

Applications must include the written approval of the applicant’s department director/chair, and chairpersons must certify that (a) during the period of the Fellowship, the Department will not reduce the number of code 6 Honors courses that it normally offers each semester, and (b) the department will ensure that there is no reduction in courses offered caused by the temporary shift in responsibilities of the Presidential Teaching Fellow. The payment of $20,000 per year to the department is intended to facilitate and ensure this result.

**Criteria for Selection**

Presidential Teaching Fellows in Honors are those faculty members who excel in all their professional activities and who relate those activities to the students they teach and mentor. These professors have demonstrated excellence in undergraduate teaching and have a demonstrated record of inspiring and mentoring their students. To support this purpose, application or nomination materials will include:

1. The nominee's mini vitae and faculty evaluations for the previous three years (or since beginning at the University if the nominee has been at the University less than three years) and the nominee's complete curriculum vitae.

2. A narrative assessment (no more than 3 double-spaced pages) of:
   A. The impact of the nominee's research and creative scholarly activity on his/her students.
   B. The nominee's contribution to the undergraduate instructional enterprise including such examples as:
      (1) The effectiveness of lower-division and upper-division undergraduate courses developed and taught by the applicant or nominee.
      (2) The extent of the nominee's involvement with undergraduates in advising and mentoring undergraduate students. This could include the quantity and quality of the independent study enrollments (3990, 4990, 3960, 3980, etc.), Undergraduate Research Opportunities Program (UROP) and Undergraduate Research Day (URD) sponsorships.

3. A short paragraph suggesting the subjects of the HON prefix courses the faculty member could offer if selected as a Presidential Teaching Fellow. These should be consistent with the needs described in the last section of this document.

4. A paragraph describing how several formal writing assignments would be included in the courses taught for the Honors College. This paragraph should explain what writing assignments would be included, how they would take advantage of the Honors College Writing Center’s tutors, and how the assignments would be evaluated/graded.

5. A statement about the applicant’s plans to mentor Honors College students or to otherwise engage with them outside of the classroom.

6. Three letters from current or past undergraduates or alumni, current or former graduate University colleagues or colleagues within the nominee’s academic discipline from other campuses. Among all these letters, there should be commentary attesting to the nominee's ability to excel in undergraduate teaching and mentoring.

7. A short biography (approximately 100 words) highlighting professional accomplishments.
The Norman campus selection committee will consist of the President, the Senior Vice President and Provost, the Dean of the Honors College, two Honors College faculty members, and an upper division Honors College student.

**Selection Procedure**

Initiation - The President’s Office in conjunction with the Senior Vice President and Provost of the Norman Campus and the Dean of the Honors College will review the number of vacant Presidential Teaching Fellowships in Honors and will issue a call for nominations or applications by October 31, 2019. Applications may be initiated by individual faculty members (tenured or ranked renewable term faculty only), and supporting letters should be submitted by chairs, directors, and committee A or other faculty groups and forwarded to the appropriate dean. Deans will forward the nominations with their own comments to the Senior Vice President and Provost. Nominations for the Presidential Teaching Fellowships must be forwarded by January 15, 2020 to the Provost’s Office along with all substantiating materials pertaining to the nominees. The selection committee will make its decisions by February 1, 2020, and the President will make recommendations to the Board of Regents during the March Regents’ meeting.

**Teaching Assignments in the Honors College During Term of Fellowship**

Applicants to be Presidential Teaching Fellows must be qualified and willing to teach 3-credit-hour seminar courses to 19 to 22 Honors students on topics relevant to the Honors Curriculum, as specified below. Courses must require a reading load and writing assignments comparable to those required for all HON-prefix courses, as specified the Honors College and its faculty curriculum committee. Note, the applicant, if chosen, will need to submit the paperwork to have their classes approved for a category of General Education.

Courses dealing with any aspect of American Studies (literature, history, culture, government, art, religion, etc.) may be taught as HON 2973 – Perspectives on American Experience (limited to 19 students). Alternatively, HON 2963 classes may fit into the category Perspectives on Global Experience. Perspectives courses are writing-intensive (at least 15 pages of writing per course) and students are assigned to work with Honors College writing assistants, based in the Honors College Writing Center, throughout the semester. Faculty members are expected to work closely with the writing assistants to articulate goals and expectations for critical review of written work.

Presidential Teaching Fellows may also offer an Honors Colloquium, HON 3993, capped at 22 students and with content and workload comparable to a graduate seminar. The “Colloquium” is a three-credit, interdisciplinary, discussion-based advanced seminar on a specialized topic, and is best suited for juniors and seniors. The course is writing intensive, requiring approximately 30 pages of writing per student, and the assignments will also involve library research. Topics vary based on the professor’s area of study.