

UNIVERSITY OF HARTFORD

Faculty Senate Office, CC314

Tel: 860-768-4789/4475

Email: facsenate@hartford.edu

Date: February 16, 2026
To: University of Hartford Faculty and Collegiate Deans
From: Farhad Rassek, Chair, Awards and Nominations Committee
Subject: The New Deadline for the Larsen Award Nomination

The Awards and Nominations Committee is pleased to announce that the deadline for nominations for the Larsen Teaching Award has been extended to **March 13, 2026**. This award as well as the two (Tonkin and Trachtenberg) includes a monetary reward.

Please take a few minutes to review the requirements closely:

1. To be eligible for one of the awards, the nominee must be:
 - a. a full-time faculty member who has been awarded tenure
 - b. a full-time faculty member on an extended temporary contract who has been through a tenure-like review
 - c. a full-time faculty member with a non-tenure track contract with at least six consecutive years of employment
2. Faculty who were nominated in prior years but did not receive the award may be re-nominated. A new nomination packet must be submitted with updated, current materials.
3. Please note that while nominations require current materials (e.g. CV), all awards are based on the nominees' accomplishments and service over their career, not just the past year.
4. **Nominations may come from a Dean, Department Chair, colleagues, or self.** While an individual may nominate and organize the necessary supporting materials for a nominee, a small group of individuals may work together in the collection and presentation of supporting materials. Criteria for each award and a description of requested supporting documents are included in this memorandum.
5. Officers of the Faculty Senate and members of the Awards & Nominations committee may not be nominated for these awards while they are serving in office.
6. Nominators are required to submit a complete set of materials for each nominee. Packets should Be submitted to the committee exactly as they are received. For all awards, letters from nominators should clearly describe the most significant accomplishments of the nominee, as related to the specific award criteria.
7. Non-faculty nominators and/or those outside the nominee's field should enlist a knowledgeable faculty member to assist with and/or review the nomination packets.

8. Although nominations will be evaluated on merit, the committee will also consider the extent to which the materials in the packet adhere to these guidelines.

Nomination forms are attached to this memorandum. Completed nomination packets for each of the three awards must be either emailed as one complete PDF file to the Faculty Senate Office (facsenate@hartford.edu) or hand-delivered to the Faculty Senate Office, CC 314 (Attention: Awards & Nominations Committee). The deadline for either delivery mode is **4 p.m., Friday, March 13, 2026**.

Please call the office x4789 or email facsenate@hartford.edu, if you need assistance.

Below is a list of the members of the Committee. We look forward to receiving your nominations.

Mitsou, Lindi	ENHP	Senator	mitsou@hartford.edu	5571
Fister, Mary	Hillyer	Senator	fister@hartford.edu	5012
Ramsey, Kevin	Hartt	Senator	kramsey@hartford.edu	2489
Viswanathan, Rashmi	HAS	Senator	Viswanath@hartford.edu	4741
McLeer, Jennifer	A&S	Senator	mcleer@hartford.edu	5230
Miar, Solaleh	CETA	Senator	miar@hartford.edu	
Rassekh, Farhad	Barney	Chair	Rassekh@hartford.edu	5007
Christensen, Caryn	A&S	Trachtenberg	christens@hartford.edu	5168
Koffman, Carrie	Hartt	Larsen	koffman@hartford.edu	4806

The Roy E. Larsen Award honors a full-time University of Hartford faculty member for excellence in teaching and contributions to university life. The award was established in 1979 in memory of the late Roy E. Larsen, former president of Time, Inc., who was a passionate environmentalist and education advocate.

This award is given to a representative of our most outstanding teachers. Criteria include excellence in teaching, interest in/impact on the academic success of students, and contributions to university life.

Nominations must include:

1. Completed nomination form (see attached)
 - a. Provide a narrative describing the nominee's accomplishments with respect to teaching and mentoring students; please keep in mind that the members of the Awards and Nominations Committee may not be familiar with the specific expectations for teaching in the nominee's discipline and will rely on your description to understand the meaning and significance of those accomplishments.
 - b. Document, specifically and in detail, the nominee's excellence in teaching, interest in students, impact on student achievement, and contributions to university life.
2. The candidate's current curriculum vitae
3. Include letters to support the nomination

- a. Up to four letters of support from colleagues within the university
- b. Up to six letters of support from external colleagues and/or alumni and/or former students that no longer attend the university
- c. Please inform letter writers that all letters:
 - i. Must specifically address the intent of the award
 - ii. May not be letters written for other purposes such as tenure or promotion

4. Evidence of Teaching Effectiveness as outlined in the FPM and Faculty Data Sheet:

- a. Teaching philosophy
- b. Summary Statement: Use this statement to help the reader understand how the following multiple points of evidence connect to your teaching philosophy and/or important aspects of your teaching.
- c. Multiple points of evidence—these must support teaching effectiveness and must include some or all of the following categories. (Please limit each category to no more than 3 items.)
 - i. Artifacts of teaching (syllabi, assignments, instructional materials)
 - ii. Outside perspectives (student course evaluations, peer observations, chair observations)
 - iii. Student outcomes (examples of student work, evidence of students' accomplishments, assessment data)
 - iv. Example of utilizing feedback to make improvements in teaching
 - v. Teaching awards
 - vi. Evidence of innovation
 - vii. Other evidence

5. Professional development related to teaching (optional)

6. Other activities related to teaching (optional)

The committee will invite one nominator per candidate to attend a meeting and support the nomination with a ten to fifteen-minute presentation and a brief question/discussion period.

The Roy E. Larsen Award 2026
Nomination Form

**Honoring a Full-Time University of Hartford Faculty Member for Excellence in Teaching and
Contribution to University Life**

Please provide information below for the faculty member being nominated:

Name _____

School/department _____

Telephone number _____ Email _____

REASONS FOR NOMINATION – Please be sure to follow guidelines in the Call for Nominations. Use narrative form to provide details, attaching additional sheets if needed.

Hand deliver to the Faculty Senate Office, CC 314, or email the completed nomination packet as one PDF file to the Faculty Senate Office (facsenate@hartford.edu) by 4:00 p.m., **Friday, January 30, 2026.**

Name of nominating party (print) _____

Campus Address _____

Telephone number _____ Email _____

Signature _____ Date _____