October 17, 2025

Jose Ortiz
Assistant Professor
Foundations and Social Advocacy Department
Cornish Hall, Room 1213
SUNY Cortland

Dear Jose,

I am pleased to inform you that you have been nominated for the annual *Tenure Track Excellence in Teaching Award for 2025-26.* If you choose to accept this nomination, the Faculty Development Committee requests that you notify us by **Friday, Oct. 24, 2025,** and requests that you send both your fall and spring teaching schedules so that we may arrange classroom observations. You may submit these via email to betsy.barylski@cortland.edu. Please remember this is a competitive award; the committee frequently receives multiple nominations.

One committee member will visit your class for each observation: once during the fall and spring semesters. Classroom observations are the weightiest part of the determination process for this award, and as such, they are conducted at your convenience. Please be sure to inform us if there are any classes that would not be relevant to the evaluation (e.g.: exams, classes in which videotapes are shown, etc.). Members of the Faculty Development Committee will contact you directly after we receive your course schedules to arrange observations.

In addition, you are required to submit the items listed below by **Monday, March 16, 2026**. We hope this will give you ample time to collect these materials. Please organize your folder with each section clearly identified, place the folder on OneDrive, and send the link to your folder to the Faculty Development Center. Alternatively, you may send your link that contains the requirements listed below:

1. Syllabi for courses taught in the upcoming spring semester.
2. Statement of Teaching Philosophy of no more than two pages.
3. Supporting evidence that documents the effectiveness of your teaching technique. Evidence can include but is not limited to teaching materials; student work and/or evaluations that target the specific category for which the nomination has been made; and/or students' statements on how the nominee's work in the targeted category has affected their learning.
4. A minimum of two years' CTEs. Note: The Selection Committee may obtain grade distributions for review.
5. A letter of support from either the appropriate Department Chair or Dean.

The complete guidelines and award rationale can also be found online at: FDC Excellence in Teaching – Tenure Track Guidelines.

Congratulations on the recognition you have received by your nomination.

Sincerely,

Tara Mahoney
Director - Faculty Development Center

TM/bb