



SELECTION PROCEDURES FOR EAST CAROLINA UNIVERSITY ALUMNI ASSOCIATION OUTSTANDING TEACHING AWARDS AND THE ROBERT L. JONES TEACHING AWARD

Objective

Two University Alumni Association Outstanding Teaching Awards and one Robert L. Jones Teaching Award recognize outstanding teaching at East Carolina University.

Awards Per Year

The three award recipients will be recognized at a variety of functions and will each receive a monetary award of \$1,000.

Eligibility

Nominees must:

1. be a full-time faculty member;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected; and
4. not have won the award within the last four years.

Nomination Procedures and Guidelines

Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit.

Each academic unit is to determine its own method for selecting nominees based on the following Seven Characteristics of Effective Teaching (FS Resolution #91-29):

- Good Organization of Subject Matter and Course - Reflected in the objectives, course materials, assignments, examinations, instructor preparation for class, and effective use of class time.
- Effective Communication - Reflected in lecturing ability including use of motivational techniques such as audiovisual aids, clarity of presentation, verbal fluency, interpretation of abstract ideas, good speaking ability, good listening skills, and the ability to communicate the organization and sequence of a course.
- Knowledge of and Enthusiasm for the Subject Matter and Teaching - Reflected in the choice of textbook, readings and reference lists, lecture content, course syllabus, and personal interest displayed in the subject and in teaching.
- Positive Attitudes Toward Students - Reflected by helping students master subject matter, encouraging students to ask questions and express opinions, being accessible to students outside the classroom, and expressing a general concern for student learning.
- Fairness in Examinations and Grading - Reflected in clarity of student assessment procedures including papers, assignments, exams, classroom discussion, and other activities, including relative weight toward grade, consistency among objectives, course content, and assessment procedures, and timely, useful feedback on student progress.
- Flexibility in Approaches to Teaching - Reflected in the use of alternative teaching strategies such as small group discussion, simulations, use of audiovisual materials, and varying the approach and pace of instruction to meet different learning styles among students.

- Appropriate Student Learning Outcomes - Reflected in student performance on various assessment measures and positive changes in student attitudes and values.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made by academic code units by submitting a letter addressing the criteria outlined above. The letter must specify why the nominees deserve the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5 p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

The maximum number of nominations will be distributed among the academic code units according to their relative number of faculty within an academic code unit—no more than one nominee for each ten faculty members in the unit.

Nominees who wish to pursue the award must submit their application packets electronically via flash-drive or website to the OFE no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. Directions for website submission will be provided. In addition, nominees will also be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5" x 3" with a minimum resolution of 300. Nominees without a photograph can contact the OFE about having one taken.

The application packet:

1. should include representative examples of your instruction methods.
2. must adhere to the specifications presented here; those that do not will be disqualified.
3. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
4. must not exceed 50 pages, excluding the itemized list and CV.
5. must contain the following in this order:
 - Contents: itemized list of all materials in the application packet
 - CV: a current curriculum vitae
 - Philosophy: a brief written statement (not to exceed 3 pages, double-spaced) which articulates the nominee's (1) teaching philosophy, and (2) methods used to achieve his or her educational goals
 - Nomination letter
 - Student letters: typed letters of support from 2 or 3 former students of the nominee
 - Student Evaluations: summaries of the past 3 years and the corresponding grade distributions for each course; nominees will be provided a format for the summary student ratings
 - Course materials: representative samples of course syllabi, tests and teaching materials; do not have to include all courses
 - Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; if not available please provide a brief explanation
 - Additional materials: any additional materials that, in the opinion of the nominee, will assist the selection committee in reaching a decision.

- Video (required of all finalists for the award): a 20-minute video of the finalist teaching a class at ECU within the last year. The unedited video must: 1) display the date, time, and class name; 2) contain 20 consecutive minutes of teaching; and 3) include a pan of the audience. Finalists will be given 4 weeks to prepare the video.
- Media Consent Form: a signed copy of the Media Consent and Release Form available at: <http://www.ecu.edu/cs-itcs/policies/upload/VideoGuidelines.pdf>.

Evaluation Procedures

All packets will be made available to members of the Academic Awards Committee via the Blackboard course management software.

In September, the selection committee will be convened by the Director of the Office for Faculty Excellence and consist of 2 members of the Academic Awards Committee, elected by the committee; 1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Alumni office. It will have at least one member experienced in classroom observation and evaluation and preferably a previous Alumni award winner. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee via the Blackboard course management software and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

By early January, the selection committee will designate a pool of up to twelve finalists who will be contacted by the selection committee chair and given 4 weeks to provide a video as detailed above.

By mid-February, the selection committee will evaluate the finalists' materials, and, by scoring determine the 2 recipients of the Alumni Association award and the recipient of the Robert L. Jones Award.

In April, the award recipients will be recognized during the annual Teaching Awards Ceremony. Following the public announcement of this award, the Provost or Vice Chancellor for Health Sciences will send letters of recognition to the recipients and letters of appreciation to nominees.

The award winning portfolios will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #06-07; #16-41; #17-41)