SELECTION PROCEDURES FOR THE NOMINEE FOR THE ANNUAL BOARD OF GOVERNORS AWARD FOR EXCELLENCE IN TEACHING

Objective
The Board of Governors Award for Excellence in Teaching recognizes the sustained career record of distinguished teaching by a tenured East Carolina University faculty member.

Awards Per Year
One recipient of this award will be recognized at a variety of functions and will receive a stipend of $12,500.

Eligibility
Nominees must:
1. be tenured at East Carolina University;
2. have taught at East Carolina University at least seven years;
3. have demonstrated excellent or exceptional teaching ability over a sustained period of time;
4. be teaching in the academic year in which they are selected; and
5. not have received this award previously while teaching at any UNC institution.

Nomination Procedures and Guidelines
Faculty, students, administrators, and alumni may nominate a faculty member, or faculty members may nominate themselves.

While faculty members may self-nominate or 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 submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves 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.

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 receive a UNC-GA form, which they must complete and submit along with an electronic photograph. Nominees without a photograph may contact the OFE about having one taken. Additional information may be requested as necessary to comply with UNC-GA requirements.
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
   - Colleague letters: typed letters of support from 2 ECU colleagues
   - 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; both classroom and DE evaluations are acceptable
   - Additional materials: any additional materials that, in the opinion of the nominee, will assist the selection committee in reaching a decision
   - Video: a 20-minute video of the nominee teaching a class at ECU within the last year (contact the OFE for the acceptable videotaping service). The unedited video must display consecutive minutes of teaching and include a pan of the audience

Evaluation Procedures
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 student member appointed by the President of the Student Government Association. 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. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

By early January, the selection committee will forward to the Chancellor the names of all nominees, indicating the names of the two finalists, and the supporting documentation of the finalists. The Chancellor reviews the selected finalists' materials in accordance with the approved award procedures and forwards to the Board of Governors the name of the one finalist from East Carolina University.

In the Spring, the award recipient will be recognized during a Board of Governors Ceremony and the
annual ECU Teaching Awards Ceremony. Following the public announcement of this award, the Chancellor will send a letter of recognition to the recipient and letters of appreciation to nominees.

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

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