



SELECTION PROCEDURES FOR NOMINEES FOR THE ANNUAL BOARD OF GOVERNORS DISTINGUISHED PROFESSOR FOR TEACHING AWARDS

Objective

The Board of Governors Distinguished Professor for Teaching Awards recognizes and supports excellent teaching at East Carolina University.

Awards Per Year

Six recipients of this award will be recognized at a variety of functions and each will receive a stipend of \$1,000.

Eligibility

Nominees must:

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

Nomination Procedures and Guidelines

Faculty members are nominated for this award by their college or school. Any eligible faculty member may request consideration by the college or school.

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 deans or their representatives 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.

The maximum number of nominations is distributed among the colleges and schools according to their relative number of faculty:

- Arts and Sciences, 5 maximum nominations
- Medicine, 5 maximum nominations
- Fine Arts and Communication, 3 maximum nominations
- Business, 2 maximum nominations
- Education, 2 maximum nominations

- Health and Human Performance, 2 maximum nominations
- Nursing, 2 maximum nominations
- Allied Health Sciences, 1 nomination
- Dental Medicine, 1 nomination
- Engineering and Technology 1 nomination

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 be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college, 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. 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
 - 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.

Evaluation Procedures

In September, the selection committee will be convened by the Director of the OFE, and will 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. 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 those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Chancellor reviews the selected recipients' materials in accordance with the approved award procedures and either concurs, or meets with the committee to seek resolution.

In the Spring, the award recipients will be recognized during the annual Teaching Awards Ceremony. Following the public announcement of these awards, the Chancellor will send letters of recognition to 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 #16-41; #17-41)