

## FGCU Faculty Teaching Excellence Awards With Proposed changes 11-10-09

### Senior Faculty Teaching Excellence Award Junior Faculty Teaching Excellence Award Adjunct Faculty Teaching Excellence Award

#### Teaching Excellence Awards

FGCU presents three faculty teaching excellence awards on an annual basis. These awards include:

- **Senior Faculty Teaching Excellence Award:** Faculty with at least one academic year of teaching experience at FGCU with the rank of associate or full professor are eligible for this award.
- **Junior Faculty Teaching Excellence Award:** Faculty with at least one academic year of teaching experience at FGCU with the rank of lecturer, instructor [I, II, or III](#), or assistant professor are eligible for this award.
- **Adjunct Faculty Teaching Excellence Award:** Adjunct Faculty with at least two semesters of teaching experience at FGCU are eligible for this award. Semesters of teaching do not need to be consecutive in order to meet eligibility.

#### Award

- Each award recipient receives a cash award.
- Each award recipient receives a reserved parking space for the upcoming academic year.
- Each recipient receives a medallion on a blue ribbon signifying teaching excellence. The Medallion may be worn at commencement and other academic events.
- Each award recipient receives a teaching excellence certificate.
- Award recipient's names are engraved on a general Teaching Excellence Award plaque that is placed in the Provost's office. This plaque includes the names of all prior award recipients.
- Each of the three award recipients presents at a program on teaching excellence that is scheduled during the next academic year. This program is open to the campus community. This presentation is the centerpiece of a day that is dedicated to honoring those individuals and celebrating teaching excellence at FGCU.

#### Nomination Process

Teaching Excellence Award criteria are announced by the Provost's office at the beginning of the academic year. The Provost's office issues an official call for nominations ~~by the end of the semester and a final notification by January 21st in November and a final call at the end of Fall semester~~. Nominations are submitted to the Provost's office by ~~February 7th~~ [the deadline given in the Key Dates section below](#). Nominations must come from individuals with direct knowledge of the nominee's qualifications in teaching. Nominations from chairs and deans are encouraged. No self-nominations are accepted. [Previous teaching award winners are not eligible to receive a teaching award in the same category for a period of five years.](#)

The one-page nomination letter must include:

- How the nominator knows the nominee (relationship between the nominator and nominee).
- How long the nominator has known the nominee.
- How the nominee meets the award criteria.

## Documentation

Candidates for the teaching award prepare a teaching portfolio. Teaching portfolios are submitted to the Provost's office by ~~March 1st~~ the deadline given in the Key Dates section below. All portfolio materials must be submitted in a uniform 1-inch notebook that is provided by the Provost's Office. All documentation needs to be single spaced for consistency. Portfolio materials should be labeled and organized as follows:

- Table of contents
- Letter of nomination (copy provided by the Provost's Office)
- A bulleted list of pertinent activities related to teaching (single spaced, 2 pages maximum)
- Reflection of professional growth & development over time in area of teaching (single spaced, 3 pages maximum)
- Description of a teaching innovation used in a course (single spaced, 1 page maximum)
- Current vitae
- Sample syllabus
- Three letters of support.
  - Two letters must be a-peer evaluations of teaching style and effectiveness for on campus as well as distance learning, if applicable. Details regarding the date of the classroom observation and the length of observation need to be included in the peer evaluation.
  - One peer evaluation must be from a faculty member teaching in a different college within FGCU
- FGCU Student SUSSAI evaluations for the most recent academic year. This would include Fall, Spring and Summer (if available)

Members of the selection committee observe the ~~top~~ nominees' teaching. Nominees who teach Distance Learning courses supply the course URL to the selection committee for evaluating web-based teaching.

## Selection Committee

The teaching excellence awards selection committee convenes in January. Once convened by the Provost's Office, the committee will elect a chair from committee membership. The chair of the selection committee does not vote unless there is a tie. A nominee for any of the teaching excellence award categories is not eligible to serve on the teaching excellence awards selection committee.

Members of the selection committee include:

- Representative from the Provost's Office, non-voting.
- One faculty member elected from each college and library (~~elections held during Fall Semester~~)
- One recipient of senior teaching excellence award
- Representative from Student Government
- Representative from University Board of Trustees if possible

Faculty representatives are elected for two year terms, with representatives from the College of Arts & Sciences, Lutgert College of Business, and the College of Education elected in odd-numbered years, representatives from the other units in even-numbered years.

At the end of each award cycle, the award selection committee should review the nomination, documentation, and award selection process and, if appropriate, present recommendations in writing (with associated recommended revisions to guidelines) to the president of the Faculty Senate, the provost, and the chair of any Faculty Senate ad hoc committee charged with reviewing award processes.

### **Award Evaluation Criteria**

The rubric for evaluation is on a 4-point scale ranging from 0-3, where 0 is not evident or NA, 1 is partially evident (marginal), 2 is evident (acceptable) and 3 is fully evident (exemplary). Evidence of the following criteria is evaluated:

- completion of one full academic year at FGCU in a teaching position
- demonstrates innovation in teaching
- demonstrates learner centered approach to teaching
- demonstrates growth in teaching over time
- demonstrates a self-critical approach to teaching practice
- available to assist students in or out of class
- supports the teaching mission of FGCU
- demonstrates respect and concern for students
- communicates ideas and information regarding the course
- articulates course objectives and assignments
- encourages student participation and involvement in learning
- demonstrates mentoring of peers in their teaching (*for Senior Faculty Teaching Excellence Award only*)

Prior recipients of FGCU Teaching Excellence Awards are ineligible to receive the same award a second time. The Selection Committee reserves the right not to give out a Teaching Excellence Award if nominees fail to satisfy minimal eligibility requirements or if there are fewer than 3 nominees per award category. The Selection Committee has the right to extend the application period in the case that there are less than three nominations. Award nominees must be notified by the committee chair if an award is not given.

### **Award Announcements**

- All awards are announced at the **Celebration of Excellence ceremony** and are kept confidential until that time.

**Key Dates :** (if a date falls on a weekend, the due date will be the subsequent Monday):

October 1      Provost's office sends award criteria to all faculty and advisors

November ~~7~~<sup>20</sup>      Provost's office sends out first official call for nominations to faculty, staff, and students

~~January 15 — Chair of Academic Advising Council notifies Office of Curriculum and Instruction that  
the Award Selection Committee needs to be convened~~

January 15      Provost convenes the AdvisingTeaching Excellence Award Selection Committee  
~~Dec 15~~~~January 21~~      Provost's office sends out final call for nominations  
January 15~~February 7~~      Deadline for nominations  
~~March 1~~February 15      Deadline for portfolios  
April              Award announced at Celebration of Excellence