


BGSU Firelands Governance Document Policy	Recognition and Awards	Distinguished Teacher Award Committee
Approved by: 	Date Revised January 29, 2016	FC 7021

VOTING MEMBERS:

- Two most recent recipients of the full-time distinguished teacher award, regardless of department
- One full-time faculty member from each department not represented among the two most recent recipients of the full-time distinguished teacher award; each of these committee members will be selected by the committee member's department in the fall semester that immediately precedes the semester in which the award winner is determined and honored
- Two most recent recipients of the part-time distinguished teacher award, regardless of department
- One part-time faculty member from each department not represented among the two most recent recipients of the part-time distinguished teacher award; each of these committee members will be selected by the committee member's department in the fall semester that immediately precedes the semester in which the award winner is determined and honored
- one student selected by student government
- one member elected from the administrative staff
- one member elected from the classified staff
- the Vice-President of the Advisory Board or a member appointed by the Dean if the Vice-President cannot serve.

The recipients of the full-time and part-time awards from two years prior shall co-chair the committee.

PROCEDURE

Co Chairs

receive the names of nominees from the Office of Student Activities prior to the first meeting. (The deadline for nominations is the second Monday in February.)

certify that a candidate satisfies eligibility for nomination.

notify the candidate of his or her nomination by the third Monday of February. The letter to the nominee from the co-chairs shall include the following statement:

"Your dossier should be organized in the following manner and include the following information:

1. A statement of your teaching style and/or philosophy.
2. Syllabi for each different course (not each section) taught during the past three years. Please submit the most recent syllabus for courses taught more than once during this period. (Summer semesters may be included at your discretion.)
3. Quantitative student evaluations for each course you have taught during the last three years. (Summer semesters may be included at your discretion.)

4. A representative sample of other items indicating teaching excellence, such as peer evaluations, exams, and/or other teaching-related material." (e.g. pedagogical innovations, service on teaching related committees, workshops conducted, or teaching related research).

5. The dossier may have up to 10 pages of narrative and 90 single-sided or 45 back-to-back pages of supporting documents. The dossier is not to exceed 100 single-sided or 50 back-to-back pages.

Candidates submit their teaching portfolio to either co-chair of the committee who will then place the material in a box located in the Instructional Services office. The final deadline for submissions of teaching portfolios is the second Monday of March. If the file is not turned in on time, the nominee shall be deemed ineligible.

Co-chairs attach copies of the actual letters of nomination minus the names of their authors, to each respective portfolio as they are submitted.

Committee reviews criteria, studies nominations, evaluates the teaching file for each candidate. (e.g., perhaps look for improvement in an instructor's student evaluations from year to year).

members unfamiliar with a given candidate may ask a given candidate for permission to sit in on a class of the candidate's choice.

discusses the qualifications of each candidate

votes by ranking each nominee on a series of criteria on a 0 to 4 ranking as follows: Average (0), Good (1), Very Good (2), Outstanding (3), Superior (4). The rankings must be completed on the distinguished teacher award ballot (see attached). The recipient of the award shall be the person with the highest number of points. If there is a tie, the candidate receiving the highest number of superior ratings shall be the recipient. If there is a tie at this level, the finalist receiving the higher number of outstanding ratings shall receive the award. The details of individual committee member votes will be held confidentially by Instructional Services.

Co-chairs send letter notifying recipients of the award. Recipients shall be given the option of having their name announced for the first time at a Faculty Meeting or at the Recognition Banquet, where the monetary award and plaque will be presented. Notice to the award recipient will be given after the committee makes its selection but well before the Recognition Program.

send letters to all valid candidates congratulating them on the importance of being recognized for their work and notifying them that they shall receive a framed certificate at the Banquet.

notify the offices of College Relations and Student Activities by the third Friday of March who the nominees and winners are so that those offices have enough time to make arrangements for the Annual Recognition Program.

