

<b>BGSU Firelands</b> Governance Document Policy	Recognition and Awards	Distinguished Teacher Award Committee
Approved by:	Date Revised April 8, 2008	<b>FC 7021</b>

**VOTING MEMBERS:**

- last three recipients of the full-time distinguished teacher award who are continuing members of the college community
- one past recipient of the part-time teaching award
- two students 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, excluding summer semesters. Please submit the most recent syllabus for courses taught more than once during this period.
3. Quantitative student evaluations for each course during the last six semesters you have taught, excluding summer semesters.
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 0 to 4 ranking as follows: Average (0), Good (1), Very Good (2), Outstanding (3), Superior (4). 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.

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.