

GUIDELINES:

THE BOARD OF REGENTS TEACHING AWARDS

General Information

These guidelines are established to implement the Resolution adopted by the Board of Regents on May 16, 2013 regarding the establishment of Board of Regents Awards.

The awards are given to recognize faculty who have distinguished themselves as outstanding teachers for at least five years and have a minimum of two years' track record of promoting instructional improvements for their programs/departments.

Eligibility

Assistant and Associate Professors in tenure-track or tenured positions

Recipients of an award will not be eligible for reconsideration for the award for three years

Nominees for an award must be eligible for continued appointment in the following academic year

Criteria

Nominations should be based on evidence of outstanding teaching and implementing instructional improvements as characterized by:

- a) Exceptional teaching skills/effective pedagogy
- b) Innovative/creative instructional delivery
- c) Impact on student learning
- d) Instructional improvements/collegial collaborations

Nominations

Nominators, supporters and nominees are expected to submit strong, persuasive evidence to document:

- excellence and effectiveness in teaching (including the use of assessment of student learning outcomes to improve instruction);
- pedagogical and curricular innovation/creativity as demonstrated in teaching/ learning approaches, course design, role modeling, mentoring, enhancing student engagement with the learning process and integrating technology
- promoting instructional improvements as substantiated by presentations, workshop conducted, papers published; and

- promoting collegial interactions at the program, department and/or school levels leading to demonstrable educational improvements for students during the last five years

Departments and programs are encouraged to nominate worthy candidates among women, faculty of color and members of other groups historically underrepresented in their discipline.

Number of Awards

There might be a total of eighteen awards granted by the Board of Regents for Higher Education: one Campus-Based Award of \$1,000 to a faculty member from each CSCU community college and university, and two System Awards of \$1,000 each to the individuals who best exemplify high quality teaching among the universities and among the community colleges.

Source of Nominations

Nominations may originate from: Deans, Directors, Department/Program Heads, administrators, award committees, individual or groups of faculty members, and individual or groups of students. All nominations should be coordinated through the appropriate academic unit (e.g. Dean's office, departmental or program office), as determined by the institution's selection process - see below. A complete nomination will consist of:

- 1) Cover Sheet
- 2) Letter of Nomination by nominator(s) of no more than two typed pages expressing the basis for the nomination – relating nominee's teaching to the awards' criteria
- 3) Nominee's Reflective Statement presenting teaching philosophy and supporting evidence to substantiate the Letter of Nomination of no more than 5 typed pages
- 4) Letter of Support from one to three colleagues and/or students to complement the Letter of Nomination, one to two typed pages each
- 5) Nominee's curriculum vitae – abbreviated and concise, no more than 5 pages

NOTE: Excessive elements of the nomination package will not be shared with members of the System Award Selection Committee, per their time-sensitive review/assessment process.

Selection Process

For the Campus Awards

Each institution will determine a process for reviewing and recommending one appropriate candidate for consideration for a Teaching Award. The institution's

selection process should be centered upon the award's criteria. For this purpose, the chief academic officer will create an appropriate review committee.

A campus may determine that there are no nominations sufficiently compelling to recommend for the award during a given year.

Once a candidate has been identified, the president will electronically submit the nomination electronically to the Board of Regents, addressed to Dr. Jane M. Gates, Provost and Senior Vice President for Academic and Student Affairs, to the attention of Arthur Poole at APoole@commnet.edu.

For the System Awards

The System Awards, one for the universities and one for the community colleges will be selected from the nominees submitted respectively. These nominations will be reviewed by a committee composed of award recipients from prior years. The Selection Committee is established and coordinated by the System's Office of the Provost. After reviewing the nominations, the committees will forward their recommendations to the Board of Regents through the Office of the Provost for the final selection process.

Publicity

The System Office will work personnel at the CSCU institutions to ensure that visibility is given to the awards through local and statewide print and electronic media.

Awards Timeline

Each year, the Provost and Senior Vice President for Academic and Student Affairs will issue a call for nominations and establish and inform the CSCU community of a detailed awards' timeline. A broadly defined timeline is listed below:

October	Call for Nominations issued
November - December	Nominations due at each campus
December - January	Review of nominations by campuses
January	Campuses forward nominations and support materials to Office of the Provost
January - February	System Award selection committee reviews recommendations and submits System Award recommendations to Office of the Provost
March	Academic and Student Affairs Committee of the Board of Regents reviews recommendations and endorses the final selections
March - April	Board of Regents makes final selections
April 13th	Board of Regents recognizes Award recipients at Faculty Advisory Committee's Annual Conference
April - May	Campuses may conduct local institutional Recognition Ceremony