

Guidelines for Selection of Distinguished Educator Award

1. Purpose. The Distinguished Educator Award seeks to recognize full-time faculty of the University for a consistent record of outstanding contributions to excellence in education.

2. Criterion. The recipients must demonstrate distinction through leadership in teaching and learning. Examples may include development of experiential learning opportunities; effective integration of scholarship into classroom teaching; successful engagement of students in higher-order learning; fostering of student development and mentoring; implementation of pedagogical innovations; curricular development; significant research/creative activity with students; exemplary departmental or student assessments of teaching; or other notable accomplishments that demonstrate the achievement of best practices in teaching. The Selection Committee will give special attention to effective integration of teaching and scholarship, and to significant research/creative activity with students. There is a presumption that each recipient is well rounded within the context of their job description.

3. Selection Process. **Each year, there will be up to seven recipients of this award.** The process of selecting awardees has three steps. First, a colleague or department chair may nominate a candidate for the award by writing a letter to the individual's dean and the chair of the Faculty Review Panel ("Review Panel"). Next, the Review Panel will recommend some or all of the candidates for further consideration. Finally, the university-wide Faculty Award Selection Committee ("Selection Committee") will review materials submitted on behalf of the recommended candidates and provide a recommendation to the Provost. Each of these steps is described in detail below.

a. Nominations. An individual may be nominated for the award by a colleague or their department chair or dean. The nomination process begins with a letter to the nominee's dean and the chair of the school's Review Panel identifying specific outstanding aspects of the nominee's performance that support the award's purpose. All full-time faculty of the University are eligible for the Distinguished Educator Award. An individual may receive this award only once.

b. Recommendations. Within the schools of Law and Business, the dean will appoint a Faculty Review Panel to review letters of nomination. Within the School of Arts & Sciences, the Steering Committee will convene the Faculty Review Panel. The Review Panel should comprise of 3-5 faculty members. Within the schools of Leadership and Professional & Continuing Studies, the dean will determine an appropriate size for the Faculty Review Panel. The Review Panel within each school will narrow the pool of nominees, if necessary. Then, the department chairs of the selected candidates will provide the Review Panel with a current vita and a letter summarizing the accomplishments of the recommended candidate. For Schools without departments, the letter will be prepared by the dean, an associate dean, or a colleague- at the discretion of the Faculty Review Panel. Letter writers should be careful to relate accomplishments to the criteria for the award and to provide evidence for statements. This letter should be no more than 3 pages in length. The Review Panel will make their final selection and notify the dean. Deliberations and all activities of the Review Panel shall remain confidential.

In cases where a department chair is nominated for the award, the dean will appoint another representative to prepare the letter to forward to the Review Panel. Chairs may also, at their discretion, correspond with nominees for clarification or additional information.

The number of individuals recommended for the award by each School is suggested to be:

- Professional & Continuing Studies - up to 1 candidate
- Leadership - up to 1 candidate
- Law - up to 2 candidates
- Business - up to 2 candidates
- Arts & Sciences - up to 6 candidates

These limits are to encourage schools to choose their best candidates for submission to the Selection Committee. Exceptions can be made on a rare occasion; if a school has an unusually large number of outstanding candidates in a given year, the dean should confer with the Selection Committee Chair about the number of nominees that the Committee will accept.

c. Selection. The university-wide Faculty Award Selection Committee will review the nominations submitted by the Review Panels from all schools. The Selection Committee may, at its discretion, request additional information from any individual regarding the candidates. The Selection Committee is charged to simply select the best candidate(s) from the pool of nominees.

Deliberations and all activities of the Selection Committee shall remain confidential. The Selection Committee will forward their recommendation of the best candidate(s) to the Provost of the University for final approval. The Provost will notify the winner(s) and their school dean.

4. Timetable for the Award Process. Key dates for the various steps in the process are as shown below:

- December 1. During the fall semester, but no later than December 1, the Office of the Provost will send a letter to all constituencies named in 3a above, inviting them to submit nominations to the nominee's dean and the chair of the Review Panel.
- January 15. Nominations will be accepted by the school deans and the chair of the Review Panel until January 15. The Review Panel will narrow the pool of nominees, if necessary no later than February 1. The Review Panel will solicit a current vita and a letter summarizing the accomplishments of the selected candidate(s) from the nominee's department chair.
- March 1. Within each school, the chair of the Faculty Review Panel will forward letters of nomination and vitas to all committee members for review by March 1.
- March 15. The Review Panel within each school will make their final selection by March 15. The chair of the Review Panel will notify the dean and supply the Selection Committee with the finalists' packets of nomination letters and vitas. The chair of the Selection

Committee will forward packets of nomination letters and vitas to all committee members for review.

- April 15. The Selection Committee will meet to discuss all nominations and make final recommendations to the Provost by April 15.
- May 1. The Selection Committee will submit 250-word summaries describing the work of each awardee to the Provost of the University by May 1. Awards may be announced during the last faculty meeting of the year, at opening colloquy, or at another time to be determined by the Provost and/or Selection Committee.