

Proposed Revision, 4/17/12

OP 32.13: The Chancellor's Council Distinguished Teaching Award

DATE: November 23, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy that governs the selection of recipients of the Chancellor's Council Distinguished Teaching Award.

REVIEW: This OP will be reviewed in September of each year by the senior vice provost and the provost and senior vice president.

POLICY/PROCEDURE

1. Description

The Chancellor's Council Distinguished Teaching Award is designed to recognize members of the Texas Tech University faculty for teaching excellence, as evidenced by their attainment of distinction both within and beyond the institution for outstanding teaching and outstanding contributions related to excellence in teaching. This award will be presented to up to four recipients per academic year. The awards will be accompanied by a cash prize of \$5,000 each.

2. Nomination Procedure

- a. Each dean may nominate one faculty member designated for the award, using a procedure determined by that college, except that the College of Arts and Sciences may submit two nominees. The nomination package shall contain the materials specified in Attachment B and shall be forwarded to the senior vice provost.

The dean will seek nominations from department chairs or other sources familiar with the nominee's on-campus teaching record and with the nominee's reputation outside the campus. Internal and external letters of support should be included in the nomination.
The Chancellor's Council Distinguished Teaching Award Nomination Form (Attachment A) should be followed for each nomination.

- b. A committee comprised of the Executive Council of the Teaching Academy, the president of the Faculty Senate, and a previous Chancellor's Council Distinguished Teaching Award winner (appointed by the chair of the Executive Council of the Teaching Academy) will review the nominations.

3. Eligibility and Criteria for Selection

- a. Members of the faculty who hold the rank of dean or above are not eligible for nomination for a Chancellor's Council Distinguished Teaching Award.

- b. The primary basis for selection for a Chancellor's Council Distinguished Teaching Award shall be the attainment of distinction within and beyond the institution for outstanding teaching and contributions to teaching excellence, in addition to demonstrated sustained excellence as noted in this section, while on the faculty at Texas Tech University.
- c. Nominees must be current faculty members at Texas Tech and have been a member of the faculty for a minimum of three years. An individual may receive this award only once.
- d. Attainment of distinction as described in this section shall be determined on the basis of the supporting evidence. Internal and external evidence of the nominee's professional achievements related to teaching may include, but are not limited to, those suggested in the lists below. The Application Checklist found in Attachment A specifies the format to be used for presenting the supporting evidence.

(1) Sample Internal Evidence

- (a) Evidence that the nominee has explored and developed effective instructional methods, technologies, and models of teaching that foster student learning;
- (b) Demonstrated outstanding, exemplary performance in working actively with students, faculty, and administrators to improve undergraduate and/or graduate education at Texas Tech University and to engage in other activities directed toward the improvement of instruction;
- (c) Evidence that the nominee integrates teaching, research/creative activities, and service. For example, publications or presentations of research with students are part of the nominee's record. The nominee has sponsored activities that allow students to use their knowledge to benefit the community; and
- (d) Peer review (both internal and external) of, for example, the nominee's course syllabi, learning objectives, evaluation and assessment tools, and exemplars of student work.

(2) Sample External Evidence

- (a) Awards, prizes, or other types of recognition from learned societies, professional organizations, or foundations for outstanding teaching and contributions related to excellence in teaching at the state or national level;
- (b) Evidence of impact of teaching on external audiences such as participants in continuing education or extension programs or professional development workshops;
- (c) Evidence of awards or peer reviewed grants in support of teaching activities from nationally recognized funding sources;
- (d) Outstanding service or contributions related to teaching made to learned societies or professional organizations;
- (e) Papers on pedagogy presented to learned societies or professional organizations;

- (f) Lectures, workshops, or other presentations related to teaching excellence delivered at academic institutions, meetings or conferences of professional organizations, or to business and industry;
- (g) Service as expert, consultant, etc., to business and industry, governmental agencies, and educational organizations in support of teaching excellence;
- (h) Evidence of influence on the teaching of colleagues outside the university and on the pedagogy of the nominee's discipline or other disciplines; and
- (i) The publication of books, articles, reviews, and other evidence particular to teaching activities. Publications shall be in refereed scholarly journals or sources customary to the field of teaching excellence. Although publications may be used to support a nomination, it is not intended that publications be a primary criterion for selection.

The Chancellor's Council Distinguished Teaching Award Nomination Form

Texas Tech University

Award: _____
Name of Nominee: _____
Telephone: _____ E-mail Address: _____
Date of Submission: _____ Submitting Department: _____

(Late submissions will not be considered by the committee.)

Rank of Nominee:
Assistant Professor
Associate Professor
Professor
Other _____
Number of years at Texas Tech University: _____
Nominee's Specialty: _____

Nominated by Dean: _____
Through
Nominating Committee: _____ (chair)

Personal nomination by former recipient of this award: _____

Personal nomination by dean
Other (indicate name of nominee and manner of nomination) _____

Application Checklist

Application is limited to **20** pages, including the following items in the order indicated:

Completed nomination form (not counted in 20-page limit)

Dean's cover letter highlighting nominee's professional achievements related to teaching

External supporting letters from colleagues, focusing on the criteria for this award (not to exceed **3** letters)

Internal supporting letters from colleagues, focusing on the criteria for this award (not to exceed **3** letters)

Supporting letters from former students, focusing on the criteria for this award (not to exceed 3 letters)

Numerical summary scores from student evaluations (not to exceed **1** page - raw data should not be included)

Optional support materials: To include pertinent documentation of distinguished excellence in teaching. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, **written verification** such as a course syllabus, quotes from student evaluations, etc. (not to exceed **4** pages).

1/27/2012

Proposed Revision, Attachment B

Rating Sheet for
The Chancellor's Council Distinguished Teaching Award

Name of Nominee _____

Area of Distinction	Supporting Evidence	Score*
(a) Outstanding teaching within the institution		
(b) Outstanding teaching beyond the institution		
(c) Contributions to teaching excellence within the institution		
(d) Contributions to teaching excellence beyond the institution		
Total Score		

* Scale from 1 (lowest) to 10 (highest)