

**Protocol for Developing a Recommendation for
The Chancellor's Council Distinguished Teaching Award**

Texas Tech University

1. This procedure is to be used by the Chancellor's Council Distinguished Teaching Award recommendation committee (further referred to as committee) to provide recipient recommendations to the Office of the Provost/Senior Vice President for Academic Affairs.
2. Any changes in award policy or procedures that may be proposed by the Chancellor's Council must go through the normal channels for OP revision (as per OP 10.01), except for a change in the number of awards based on available funds. The Executive Council of the Teaching Academy must be informed of the latter change by September 1 before the initial review of candidates.
3. Upon receipt of the dossiers from the Office of the Provost/Senior Vice President for Academic Affairs, the chair of the Executive Council or the secretary of the Teaching Academy shall determine that each dossier meets the eligibility and criteria for review as stated in OP 32.13. Dossiers that do not meet the review criteria shall **not be considered eligible for the award and these dossiers will** be called to the attention of the Office of the Provost/Senior Vice President for Academic Affairs prior to the convening of the award recommendation committee.
4. The committee is defined as **all** members of the Executive Council of the Teaching Academy, president of the Faculty Senate and at least one previous award winner. The president of the Faculty Senate will be contacted by the chair of the Executive Council of the Teaching Academy so that he/she may serve on the committee. The chair of the Executive Council will contact all of the previous year's winners to serve on the committee.
5. A committee meeting shall be called within **ten-fifteen** working days of the receipt of the dossiers or within the timeframe for notification required by the Office of the Provost/Senior Vice President for Academic Affairs (whichever comes first). The chair of the Executive Council of the Teaching Academy will chair the meeting. All committee members will be notified of the date of the meeting and provided an opportunity to rank the nominees prior to meeting.
6. By the time the meeting is convened, the members of the committee shall perform a preliminary rating of the dossiers according to the following criteria: (a) demonstration of attainment of distinction within and beyond the institution for outstanding teaching; (b) demonstrated sustained excellence while on the faculty at Texas Tech University; (c) strength of external support letters; (d) strength of external indicators; and (e) strength of internal indicators. **The committee members will separate the dossiers into the appropriate category, as identified by the candidate. For each category (the categories are (1) science, engineering, technology and math disciplines and (2) social sciences, humanities and creative arts disciplines).** Each member of the committee will use the **rating** scores to rank the nominees, with the highest rating corresponding to the **lowest-highest** rank (i.e., 1) and continue until all nominees are ranked.
7. At the committee meeting and before any of the rankings are reported, members of the committee have the right to freely discuss the nominations in accordance with the criteria

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Comment [SEN1]: This new wording gives the Chancellor's Council ample flexibility to alter the number of awards based on available funds, while preserving the rule of law of the OP manual and the participation of the Senate in shared governance. A comparable edit has already been made and approved (by the VPR) for the Distinguished Research Award (OP 32.21).

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outlined in item 6. Members of the committee may choose to modify their rankings as a result of the discussion. ▲

8. After discussion, ranking sheets will be collected from each member of the committee. ~~For each category, e~~Each nominee's rank, as reported by each committee member, will be averaged. The average of each nominee's rank score shall be reported to the committee from ~~lowest highest~~ to ~~highest lowest~~ rank. The nominees with the ~~lowest highest~~ rank(s) ~~in each category specified in item 6~~ shall be considered to be the recommendation of the committee to the Office of the Provost/Senior Vice President for Academic Affairs. In the event of a tie, discussion of the tied nominations followed by re-ranking according to the procedure outlined in 6 – 8 shall occur iteratively until the necessary number of awards are given ~~for each category~~. ▲

9. Immediately after the meeting, the names of the nominees to be the recommendation of the committee ~~for both categories considered~~ shall be reported to the Office of the Provost/Senior Vice President for Academic Affairs by the chair of the Executive Council of the Teaching Academy. ▲

Attachment B, pg. 2 OP 32.13 10/23/06 ▲

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Comment [SEN2]: Correction for consistency.

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**Ranking-Rating Sheet for
The Chancellor's Council Distinguished Teaching Award**

Name of Nominee _____

Award Category _____

Evidence of Attainment	Score**
(a) Demonstration of attainment of distinction within and beyond the institution for outstanding teaching	
(b) Demonstrated sustained excellence while on the faculty at Texas Tech University	
(c) Strength of external support letters	
(d) Strength of external indicators	
(e) Strength of internal indicators	
Total Score	

**1 – 10 point scale, with 1 being the lowest and 10 being the highest

Rank _____

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**Ranking Sheet for
The Chancellor's Council Distinguished Teaching Award**

<u>Rank</u>	<u>Nominee's Name</u>
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	
<u>11</u>	
<u>12</u>	
<u>13</u>	

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