Committee Voting Protocols

1. The Teaching Academy website provides information about qualifications and processes regarding the Teaching Academy membership process, the Lawrence Schovanec Teaching Scholarships and the Departmental Excellence in Teaching Award (DETA). OP 32.24 also briefly references DETA. The Chancellor’s Council Distinguished Teaching Award selection process is outlined in OP 32.13 and is not addressed in this document.

2. Upon receipt of the relevant application materials, the Chair of the Teaching Academy Executive Council and the TLPDC support staff shall determine that each dossier meets the eligibility and criteria for review as stated on the website. Dossiers that do not meet the review criteria will not be considered for review.

3. A meeting of the appropriate committee shall be called by the committee chair within ten (10) working days of the receipt of the dossiers or within the timeframe for notification required by the Provost's Office (whichever comes first). TLPDC staff can assist with setting up this meeting if desired.

4. Committee members shall review all materials independently in advance of the meeting. Each member shall use the appropriate rating form to assign numerical scores to the applications according to the outlined criteria for the award.

5. All committee members must review and score all applications, even if they are a member of the department, program or unit from which the application is submitted. To counteract any perception of conflict of interest, we have instituted “Olympic scoring” in which each committee member reviews and scores all proposals (regardless of whether they know the authors). Committee members will submit their scores prior to the committee meeting. The committee chair will then total the scores, but drop the single highest and single lowest scores for each application (Dugger, 1997; Geringer, Allen, MacLeod & Scott, 2009; Perkins & Allen, 1991). The remaining scores are then added and re-scored. This procedure prevents a reviewer from elevating his/her own proposal and also prevents a reviewer from strategically devaluing a competitive proposal. TLPDC support staff can assist the committee chair with the collection of committee scores and the preparation of a spreadsheet for the committee’s use if desired.

6. During the committee meeting, the chair will lead general discussion. In light of this discussion, committee members may revise and resubmit their numerical scores.

7. Following discussion, revised scores shall be collected from committee members in attendance. The committee cannot re-score the candidates more than one time. The results shall be tabulated using the process outlined in item 5 above. TLPDC support staff can assist the committee chair
with revisions of the spreadsheet if desired. The highest-scoring department shall be awarded the DETA award. The highest-scoring applicants shall be awarded the Lawrence Schovanec Teaching Fellowships as funding permits. 80% of the total points possible according to the scoring sheets for Teaching Academy membership must be obtained for applicants to be selected for membership. (Provided the total number of Teaching Academy members does not exceed 20% of the total Texas Tech faculty population).

8. Immediately after the meeting, the recommendations of the committee shall be reported by the committee chair to the Chair of the Teaching Academy Executive Council.

**Point of Clarification:**

The term "Department" may signify a department, unit, college, or recognized area on campus.

**References:**

