

The Provost's Institutional Effectiveness Excellence Award

Submission Deadline February 14, 2025

I. Description

The Provost's Institutional Effectiveness Excellence Award is designed to recognize an academic department for institutional effectiveness, as evidenced by the department's commitment to continuous improvement and to improving student learning at the degree program level. This award will be presented up to two recipients per academic year. The awarding department will receive a cash prize of \$5,000.

II. Nomination Procedure

- a. Each college dean may nominate one academic department. The nomination package shall contain the materials identified in Attachment A. The dean may seek nominations from department chairs, degree program coordinators, or other sources familiar with the department's commitment to institutional effectiveness.
- b. Representatives from the University-Level Institutional Effectiveness Committee will review all nominations and will forward two finalists to the Office of the Provost. The Office of the Provost will determine the award winner.

III. Eligibility and Criteria for Selection

- a. The primary basis for selection for a Provost's Institutional Effectiveness Excellence Award shall be the use of assessment data for continuous improvement purposes, specifically to improve student learning at the degree program level.
- b. The academic department receiving this award may only receive it once in a three-year period.
- c. The deadline for submission is February 14, 2025 by midnight. Please scan all supporting documents into a single PDF file and email to the Office of Planning and Assessment. Please use this email address to submit completed applications: opa@ttu.edu. Upon receipt of the completed application, departments will receive a confirmation email.
- d. Notification of the prize winners will occur on or before February 24, 2025.
- e. Attainment of this award shall be determined on the basis of supporting internal evidence. Attachment A specifies the format to be used for presenting the supporting internal evidence.

(1) Sample Internal Evidence

- a. OPA will provide the department's previously completed Nuventive Improve reports that document a commitment to continuous improvement

of student learning at the degree program level. Documentation of continuous improvement efforts could include:

- i. Minutes from departmental meetings demonstrating that assessment data were reviewed and discussed, and that decisions were made specifically based upon assessment data.
 - ii. Evidence that actions for improvement were implemented.
 - iii. Evidence from the department's internal committees that show a linkage to assessment data and resulting improvements.
 - iv. Evidence the department analyzed the impact on student learning outcomes from previous actions for improvement.
 - v. Evidence of presentations, awards, or peer reviewed grants in support of continuous improvement and/or academic assessment.
- f. Nomination packets not meeting the requirements set forth in this document will be disqualified.
 - g. Questions pertaining to the award eligibility and criteria for selection should be directed to the Office of Planning and Assessment.

ATTACHMENT A
Academic Department Nomination
Institutional Effectiveness Excellence Award

Department: _____

Nominated by: _____

Date of Submission: _____

(Late submissions after February 17, 2023 will not be considered).

Checklist of enclosed items in order of presentation:

- ☐ Statement of support by college dean.
- ☐ Brief narrative (less than 1000 words) from department chair describing continuous improvement efforts to strengthen student learning in department's degree programs.
- ☐ Relevant documents (i.e., meeting minutes, revised syllabi, revised curricula, conference attendance) that illustrate the department's commitment to academic assessment.
- ☐ **Please scan the entirety of your application packet into a single PDF file. Email this file to Darryl James (darryl.james@ttu.edu), Vice Provost for Institutional Effectiveness, by midnight on February 17, 2023. A confirmation email will be sent to you to verify receipt of your completed application. Winners will be notified on or before February 28, 2023.**