

# TEXAS TECH UNIVERSITY TEACHING ACADEMY



## 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 completed 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. However, in compliance with OP 10.20, if a conflict of interest exists, defined as "A conflict of interest refers to a situation in which an employee's financial, professional, or other personal considerations may directly or indirectly affect, or have the appearance of affecting, the employee's judgment in exercising any duty or responsibility, including the conduct or reporting of research, owed to the institution," this committee member is required to be recused from voting on that application and participating in the discussion of that application. If an individual needs to abstain due to conflict of interest, they must recuse themselves from the entire process. New Member Selection, Departmental Excellence in Teaching Award, and Chancellor's Council Distinguished Teaching Award committee members cannot write nomination or recommendation

letters. 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. The remaining scores are then added and re-scored. 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, again with any committee member prevented from scoring an application related to a conflict of interest. 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.
  - a The highest-scoring department shall be awarded the DETA award. However, if there is a tie for the highest-scoring department, then the committee must continue its discussion and will be allowed to re-score the applications a second time.
  - b The highest-scoring applicants shall be awarded the Lawrence Schovanec Teaching Fellowships as funding permits.
  - c For New Member Selection, 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.

**Points of Clarification:**

The department or comparable academic unit demonstrates the existence of a “teaching culture,” which reflects commitment to students, makes teaching a high departmental priority, and facilitates teaching excellence throughout the department. For questions about eligibility as a comparable academic unit, perspective applicants may contact the Chair of the Executive Council of the Teaching Academy.

The weighting for the Departmental Excellence in Teaching Award (DETA) will be 50% for the narrative, which includes use of the \$25,000 award, and 50% for Appendices A and B combined.