

DRAFT Proposal For The Faculty Awards Committee

For the Faculty Senate of UNCP, this is a proposal for changes to the *Faculty Awards Committee* section to the *Faculty Handbook*.

Item #1: Changes to Section 4-1.18

A. Membership of the Faculty Awards Committee

1. The Faculty Awards Committee has eight members: seven elected faculty members and a representative of the Student Government Association **Delete: (who participates only in sessions relating to teaching awards).**

Rationale: All sessions relate to teaching awards directly or indirectly.

B. Election and Operation of the Faculty Awards Committee

2. The committee chair will be elected by the committee **ADD: (at the first meeting of)** each year. Members in their first year of membership are not eligible to serve as chair.

Rationale: Current wording not clear as to when the election should take place.

5. The Faculty Awards Committee will publicize the availability of the various awards each year in order to insure an adequate pool of nominees for each award. Requests for nominations should be widely distributed. **(Add period, Delete colon :) Delete (via e-mail, on posters, in campus newsletters and bulletins, and in a flyer that encourages faculty to announce the awards in their classes and to nominate colleagues. Nominations indicated on evaluation forms (see Section 4A, Figures 4A.3 and 4A.5) will be collected by the Office for Academic Affairs each year and forwarded to the Faculty Awards Committee.**

Rationale: It is not necessary to specify the means to publicize. Email has proven to be sufficient in garnering enough nominations. Nominations on evaluation forms have been discontinued due to Senate vote in 2001-2002.

ADD: 6. Names of teaching award winners will be inscribed each year on a plaque, to be placed in a prominent location. The Chair of the Faculty Awards Committee submits a record of nominees and winners each year to the Teaching and Learning Center. Teaching and Learning Center personnel update the plaques in cooperation with the Office for Academic Affairs.

Rationale: The frequent turnover of Faculty Awards Committee members necessitates the delegation of these responsibilities to the Teaching and Learning Center.

C. Awards Granted by the Faculty Awards Committee

The committee will vote to give the following awards, using criteria, guidelines and procedures defined **Delete: (by the donors and by the Faculty Senate) ADD: in Section 4-1.21-22.**

Rationale: Criteria have been set forth in writing in the aforementioned pages. Ostensibly the donors and Faculty Senate established these.

2. University of North Carolina at Pembroke Teaching Awards: The committee will make **ADD: (up to)** five such awards each year.

4. Adolph L. Dial Endowed Faculty Awards: The committee will make **ADD (up to)** two awards each year:

The Dial Award for Scholarship/Creative Work

The Dial Award for Community Service

Rationale: Awards Committees should have the prerogative to withhold awards in the absence of qualified candidates, rather than be required to give a minimum number of awards each year.

Item #2 – Changes to 4-1.19

4-1.19 PROFESSOR EMERITUS

FACULTY EMERITUS POLICY

III. Procedure

At the beginning of the fall semester of each academic year, the Chair of the University Awards Committee will ask for nominations of eligible candidates for the honor of Professor Emeritus. **Add: (2. A letter of nomination must include a complete rationale for the nomination for that specific award. Letters may be delivered electronically.)**

Rationale: Requiring a letter explaining rationale is consistent with other awards. It is reasonable to allow for the modern convenience of e-mail.

The Committee **Delete (may) Add (will)** solicit the following:

Retain: a. A vita from the candidate.

DELETE: b. Statement of pertinent information about the individual from the Provost/Vice Chancellor for Academic Affairs.

c. Review, evaluation, comments and recommendations from appropriate department chair and peers.

d. Peer reviews from others in the same field to determine significant professional contribution.

ADD: b. Self-Evaluations from the last five years of employment prior to phased or full retirement.

c. A one to two page summary from the candidate of salient contributions during tenure at UNCP.

Rationale: Requiring specific materials for Professor Emeritus is consistent with requirements for other awards. The Board of Trustees have specifically asked for candidate vitae. Other requirements have been requested the past two years. Proposal to delete “b, c, and d” above include requirements that have not been requested in past years.

Item #4 – Change designation 4-1.20 to 4-1.22

4-1.20 RETIRED FACULTY (With or Without Emeritus Designation)

Rationale: Retired Faculty benefits are not related to Faculty Awards and should be placed outside Faculty Awards information to avoid confusion.

Item #5 – Changes to 4-1.21

Change designation 4-1.21 to 4-1.20

Rationale: Replaces section on retired faculty.

4-1.21 ADOLPH L. DIAL ENDOWED AWARDS

DIAL AWARDS PROCEDURE

2. A letter of nomination must include a complete rationale for the nomination for that specific award. **Add: Letters may be delivered electronically.**

Rationale: It is reasonable to allow for this modern convenience.

3. Nominees will be informed of their nomination by letter and will be asked to submit specific materials in support of their nomination.

Such materials include:

b. A completed self-evaluation **add: (from the most recent academic year)** as used in the standard UNCP Faculty Evaluation Model;

Rationale: It is not clear which self-evaluation is required.

Item #6 – Changes to 4-1.22
4-1.22 TEACHING AWARDS

Change Designation to 4-1.21

Rationale: Replaces Section on Dial Awards.

I. GENERAL INFORMATION

DELETE “A”:

A. Goals of Teaching Awards at The University of North Carolina at Pembroke
The University of North Carolina at Pembroke faculty are expected to be good teachers.

Faculty members receiving teaching awards are those who, while involved in all areas of the University's mission, have distinguished themselves, among students and peers, as exceptional teachers.

Rationale: The ideas expressed above are covered adequately in “C” below.

DELETE “B”:

B. Teaching Awards Granted at The University of North Carolina at Pembroke
Each year six teaching awards will be granted. These are:

1. The University of North Carolina Board of Governors' Award for Excellence in Teaching, subject to state guidelines. The Faculty Awards Committee selects the finalists and a nominee to forward to the Board of Governors.

2. University of North Carolina at Pembroke Teaching Awards. Each year, five UNCP Teaching Awards are given by the Faculty Awards Committee.

Rationale: The ideas expressed above are covered in 4-1.18 C. Awards granted by the Faculty Awards Committee

Change designation from “C.” to “A.”

C. Criteria for Teaching Awards at The University of North Carolina at Pembroke
Outstanding teaching faculty stand out in all areas associated with teaching excellence. Outstanding teachers demonstrate enthusiasm and commitment to professional growth.

Outstanding teachers are effective through clear course materials and presentations, varied instructional strategies, and suitable measures of student learning. Outstanding teachers are successful at engaging student interest, challenging students, and eliciting high levels of student achievement. The Board of Governors' Award recognizes long-term teaching excellence, while the UNCP Teaching Awards recognize teaching excellence in the two years preceding the granting of the award.

Rationale: Replaces proposed deletion of original "A."

DELETE "D"

D. General Policies for Teaching Awards

The University of North Carolina at Pembroke Teaching Awards, as well as the principles and policies outlined here, will be continually reviewed and improved. The Board of Governors' Award can be granted only once to a faculty member. Recipients of the UNCP Teaching Award may be considered for another award after four years. Names of teaching award winners will be inscribed each year on a plaque, to be placed in a prominent location. A record of nominees and winners is submitted each year by the Chair of the Faculty Awards Committee to the Chair of the Faculty Senate and to the Office for Academic Affairs.

Nominees for the Board of Governors' Award are automatically nominated for the UNCP

Teaching Award that same year. Winners of teaching awards are encouraged to serve on awards committees during the years that they are ineligible for awards.

Rationale: The idea expressed in the first sentence is covered in Section 4-1.18, B-4. The rest of the ideas expressed above either are or can be covered in the sections II And III below.

II. The Board of Governors' Award for Excellence in Teaching

To underscore the importance of teaching and to encourage, identify, recognize, reward and support good teaching in the university, the Board of Governors created system-wide teaching awards designated "Board of Governors' Awards for Excellence in Teaching." One recipient is selected annually from each of the 16 constituent institutions of the University of North Carolina to receive a stipend and a citation.

Eligibility: Those eligible are full-time faculty members with tenure who have taught at least seven years at The University of North Carolina at Pembroke. The recipient must have demonstrated **Delete (excellent or)** exceptional teaching ability over a sustained period of time. Nominees must be teaching during the academic year in which they are nominated. **ADD: The Board of Governors' Award can be granted only once to a faculty member. Nominees for the Board of Governors' Award who do not receive that award are automatically nominated for the UNCP Teaching Awards in the same year.**

Rationale: Proposal to delete “excellent or” is justified because only one adjective is necessary. Most of the rest is important eligibility information from proposed deleted “D” above and from 4-1.21, III.

Nominations: Faculty, students, administrators and alumni are invited to submit nominations **add (by mail or electronically)** each fall **ADD to the Office of Academic Affairs**. **Delete:** Each department chair is formally asked for a nomination

Rationale: Allowing an e-mail attachment is consistent with other proposed requirements. It is unnecessary to formally ask Departments chairs.

Procedures: **Delete:** The Faculty Awards Committee (FAC) selects The University of North Carolina at Pembroke nominee for the Board of Governors' (BOG) Award. **Add:** The Office of Academic Affairs administers the call for nominations and corresponds with nominees according to the suggested timeline (see 4-1.21, II.) and forwards portfolios to the Faculty Awards Committee.

Rationale: The proposed deleted information is covered in 4-1.18, C. The proposed addition is upon request of the Provost.

Upon nomination for the BOG award, the candidate will submit a portfolio in a three-ring binder with dividers for each of the following areas:

(Delete) 3. names, address, and phone numbers of two colleagues and two former students who have agreed to support the nomination by letter or phone call

(Add) 3. Four letters of recommendation from two colleagues and two former students in support of the nomination.

Rationale: It is more efficient to make nominees responsible for gathering letters of recommendation up front.

DELETE:

In addition to the three-ring binder containing the materials listed above, the nominee should submit a large clasp envelope in which additional materials are labeled by a 3 or 4 digit number - chosen by the nominee. There should be NO reference to the name of the candidate or the department in which he or she teaches. Inside the large clasp envelope the candidate should insert a sealed letter-size envelope containing a paper on which is written the nominee's name and the 3 or 4 digit number. This envelope will remain sealed until the committee has deliberated. The following materials should be submitted in the large envelope:

1. the summary statistics and the comments from the five most recent sets of student evaluations. (A set is defined as all of the courses taught in a given academic year, as described under “Schedule of Student Evaluations” in Section 4A-6.2 of the Faculty

Handbook.) A nominee who, because of the recency of his or her employment, cannot submit five sets of evaluations will submit all sets that have been collected to date. The nominee must delete all references to his or her name, department, and course title.

Rationale: the Senate passed the deletion above during the 2001-2002 Academic year.

Change designation below from “2” to “6”

2. a written statement approximately 4 pages, double-spaced, **Delete: (and identified only by the previously chosen 3 or 4 digit number)** which articulates the nominee's teaching philosophy and methods used to achieve educational goals. After naming at least two finalists, the committee will conduct classroom observations. **DELETE: and will make calls for letters of recommendation. No additional materials will be requested from the nominees. A decision will be made in late January.**

Rationale: Written statement is required but without anonymity and follows “5.” Second deletion is unnecessary or redundant information, and nominees will be required to submit letters of recommendation with portfolios.

Responsibilities of Award Winners: The winner of the Board of Governors' Award for Excellence in Teaching serves as Grand Marshal at Commencement in the year of the award. For the next two years, **DELETE: (the) ADD: (each)** winner's teaching portfolio, including the statement of teaching philosophy, will be made available for the campus community to see. The chair of the Faculty Awards Committee will be responsible for **Add (delivering the winner's portfolio to the Teaching and Learning Center, who will then make)** two copies of the complete portfolio, with one copy placed in the Library and a second copy going in the Teaching and Learning Center.

Rationale: The Teaching and Learning Center has agreed to facilitate this new arrangement. Replacing “each” with “the” reflects the fact that there are two winners in any given two-year period.

Suggested Schedule: Board of Governors' Award

DELETE: January 5 Finalists' portfolios due

Rationale: Within the suggested timeline November 1 is listed as the date “teaching portfolios due. No other portfolio is due after that, rendering the January 5 due date confusing and unnecessary.

III. The University of North Carolina at Pembroke Teaching Awards

Delete: Each year, five UNCP Teaching Awards will be granted by the Faculty Awards Committee. Funds are divided evenly among winners.

Rationale: This is either redundant or unnecessary information.

Nominations: Faculty, students, administrators, staff members and alumni will be invited to submit nominations. Letters of nomination must include a rationale for the nomination. Nominees for the Board of Governors' Award who do not receive that award are automatically nominated for the UNCP Teaching Awards in the same year. **Add: The portfolio submitted for the Board of Governors' Award is sufficient for the UNCP Teaching Award nomination.**

Rationale: All information required for the UNCP Teaching Awards is required for the BOG. Resubmitting isn't necessary.

Suggested Schedule: UNCP Teaching Awards

December 1 Announcement of awards and request for nominations by FAC

February 1 Deadline for receipt of nominations by the chair of the FAC

March 1 Deadline for receipt of portfolios by the chair of FAC

April 15 Faculty Awards Committee selects five award winners

April 20 Award winners and other nominees are notified by the chair of the FAC

Responsibilities of Award Winners: For the next two years, the winner's teaching portfolio, including the statement of teaching philosophy, will be made available for the campus community to see. The chair of the Faculty Awards Committee will be responsible for **Add (delivering the winner's portfolio to the Teaching and Learning Center, who will then make)** two copies of the complete portfolio, with one copy placed in the Library and a second copy going in the Teaching and Learning Center.

Rationale: The Teaching and Learning Center has agreed to facilitate this new arrangement.