

## WEST LIBERTY UNIVERSITY AWARD

### For EXCELLENCE IN TEACHING

#### I. **Eligibility**

- A. Must have been a full-time faculty member for both semesters of the academic year for which the award is being given. Department Chairpersons are eligible for this award.
- B. Must hold the rank of instructor, assistant professor, associate professor, or professor.
- C. Faculty members on sabbatical leave or leave of absence during the year immediately preceding the year of nomination are not eligible for the award.
- D. An individual may not receive this award in consecutive years.

#### II. **Criteria:** The nomination criteria shall include, but is not limited to, the following:

- A. Demonstrated high standards of teaching effectiveness.
- B. Outstanding teaching techniques.
- C. Reputation in the eyes of students, colleagues, and alumni.
- D. Evidence of sustained commitment to teaching.

#### III. **Nomination Process:** A faculty member meeting the above criteria may be nominated for this award by a colleague, a Department Chair, or a College Dean. A formal letter of nomination is to be submitted to the appropriate College Dean or, if the nominator is a Dean, to the Provost by the 3<sup>rd</sup> Friday in October.

#### IV. **Documentation:** The supporting documentation shall consist of the following:

- A. The letter of nomination will be forwarded by the Dean or Provost to the Professional Development Council (Items B-G below are the responsibility of the nominee).
- B. A statement of up to three pages by the nominee describing his/her philosophy of teaching (emphasizing teaching achievements, including innovative teaching techniques).
- C. Up to five letters of support from colleagues from his/her College at West Liberty University, with a minimum of one letter from a colleague within the same discipline, if possible.
- D. Up to five letters of support from students who have completed one or more of his/her courses.
- E. Classroom materials (e.g., syllabi, exams, exercises, and assignments) that support excellence in teaching (demonstrating innovation, achievements).
- F. A letter of support from a University administrator familiar with the nominee's teaching achievements (Program Director, Chair, Dean, Provost, or President).
- G. Student evaluations.

#### V. **Selection Committee:** Each of the five Colleges will select a faculty member to serve on the University Excellence in Teaching Award Committee. A representative from the Professional Development Council will serve as the committee chair. Members of the committee shall not be nominees for any of the Faculty Excellence awards. A faculty member may serve on more than one Faculty Excellence Award Committee in the same academic year.

#### VI. **Selection Process:** The University Excellence in Teaching Award Committee will review the documentation and provide a one-page summary to the Provost and President endorsing one nominee for the Faculty Excellence in Teaching Award. The University Committee may choose not to recommend any nominee based on their deliberations. In such case, the one-page summary shall delineate the reasons no nominee was chosen.

## **Selection Schedule:**

October:

1<sup>st</sup> Friday: The Professional Development Council will send notification to all faculty, Department Chairs and College Deans that nominations are open.

October:

3<sup>rd</sup> Friday: Nomination letters are to be completed and submitted to the College Dean or Provost.

October:

4<sup>th</sup> Friday: The Professional Development Council will notify each nominee of his/her nomination and will inform him/her of the supporting documentation that will be needed and the timeline to be followed.

November:

1<sup>st</sup> Monday: Each College will select a representative to the University Excellence in Teaching Award Committee. Each College Dean will submit a listing of the committee members to the Provost.

November:

2<sup>nd</sup> Friday: The nominee shall submit all supporting documentation to the Provost's Office.

November:

3<sup>rd</sup> Monday: A member of the Professional Development Council will convene the University Excellence in Teaching Award Committee, which will review the documentation.

December:

2<sup>nd</sup> Friday: The University Excellence in Teaching Award Committee will submit a recommendation to the Provost and President.