

## **Southern Oregon University Distinguished Teaching Award**

The Southern Oregon University Distinguished Teaching Award honors SOU faculty for their accomplishments in teaching, engaging and inspiring students, and dedication in serving as a mentor, advisor, and/or role model for students.

### **Award**

Up to four awards will be given on an annual basis. If there are no qualified candidates, then an award is not given that year.

Award includes a certificate, plaque and a \$500 honorarium and may include a graduation regalia stole. The awardees' names will be added to the Distinguished Teaching plaque displayed in Churchill Hall.

Awardees (no speeches) are to be recognized by the Selection Committee Chair or committee designee at the End-of-the-Year Breakfast. A brief summary of each awardees' qualifications will be presented. Awardees will be given a certificate at the Breakfast, however, awardees are not required to attend the Breakfast.

Awardees (no speeches) are to be recognized by the Provost at that year's Commencement Ceremony. A brief summary of each awardees' qualifications will be presented. Awardees will be given a plaque at the Ceremony, however, awardees are not required to attend Commencement.

Additional recognition opportunities may include, but are not limited to, SOU Foundation commencement activities, SOU Board of Trustees and ASSOU meetings, and the Raider Academy Awards Ceremony.

The awardees' names and pictures may be submitted to the Siskiyou and the Alumni Newsletter.

### **Eligibility**

All professorial, professional, yearlong, and term-by-term faculty employed at SOU for a minimum of two years (consecutive years not required) are eligible to receive the Distinguished Teaching Award. Teaching instruction can be face-to-face and/or delivered online. Assessment of a candidate's submission materials will take into consideration candidate's career stage and appointment type. Additionally, committee members will observe the top candidates' classes.

Candidate must not be a previous recipient of SOU's Distinguished Teaching Award.

## **Nomination Process**

Faculty Senate Chair will send out a call for nominations

Faculty colleagues and self-nominations accepted

Nominations are not accepted from students, staff, or administrators

Nominations must be submitted to the Faculty Senate Chair who will then inform each candidate of their nomination and provide them the name of their nominator

Candidate must inform the Faculty Senate Chair of his/her acceptance of the nomination by the posted deadline

Faculty Senate Chair will inform each Division Director of the faculty in their division who have accepted their nomination for the Distinguished Teaching Award

## **Submission Packet**

All materials must be submitted via email to the Executive Assistant to the Provost by the posted deadline. The Executive Assistant to the Provost will alert the candidate and their nominator when a complete packet has been submitted.

If a complete packet is not submitted by the posted deadline, the candidate will not be considered for that award year. A packet is considered complete when all required materials meet the criteria noted herein and have been submitted on time.

Packets remain active for a total of three consecutive years and may be updated during each submission period. The Executive Assistant to the Provost will contact former candidates regarding packet updates.

### **To be submitted by the Division Director:**

Required: Verification Form (see attached form) confirming that the candidate meets the Southern Oregon University Distinguished Teaching Award Eligibility Requirements and meets the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student evaluations.

Required: Letters of support from former students who are SOU graduates.

Once the candidate submits former student names and contact information to candidate’s Division Director, the Division Director will contact the former students and offer them the opportunity to submit a letter of support on behalf of the candidate. A maximum of two student letters may be submitted. All letters must include letter writer’s email address and be no longer than two pages, 1.5 spaced with a 12 point font.

### **To be submitted by the Candidate:**

Required: Candidate’s email address, winter term teaching schedule, and syllabi from all winter term courses

Required: An abbreviated curriculum vitae (three page maximum) that notes candidate’s educational and professional background, area of expertise, and current position at SOU, and focuses on a listing of the candidate’s teaching-related activities while a faculty member at SOU, e.g. course development, teaching methodologies, and mentoring efforts

Required: A statement by the candidate describing their teaching philosophy and their goals and activities regarding teaching and student engagement. It is recommended that the candidate consider the selection criteria when crafting their teaching philosophy. The

teaching philosophy statement must be no longer than two pages, 1.5 spaced with a 12 point font.

### **Submission Packet, continued**

Required: List of names and contact information of former students who are SOU graduates Candidate to submit up to eight student names and contact information to candidate's Division Director no later than Monday, Week 9 of Fall Term. The Division Director will then contact these former students and offer them the opportunity to submit a letter of support on behalf of the candidate. *Having the Division Directors contact former students will help avoid pressure on former students to write a letter of support.*

### **To be submitted by the Nominator:**

Required: Nominator's letter highlighting evidence and impact of candidate's teaching activities. Letter must include letter writer's email address and be no longer than two pages, 1.5 spaced with a 12 point font.

*If self-nominated, candidate must include an additional letter of support from a colleague familiar with the candidate's teaching efforts and effectiveness*

Required: One letter of support from a colleague familiar with the candidate's teaching efforts and effectiveness. Letter must include letter writer's email address and be no longer than two pages, 1.5 spaced with a 12 point font.

*Nominators are encouraged to follow up with their candidates regarding submission deadlines and to identify a colleague that the nominator, on behalf of the candidate, can request a letter of support from*

## **Draft Timeline: To be monitored by the Faculty Development Committee Chair**

<b>Fall Term</b>	
Monday, Week 2:	Call for nominations sent out by Faculty Senate Chair
Monday, Week 5	Executive Assistant to the Provost to request Division Directors submit name of their appointed faculty representative to the Selection Committee
Friday, Week 5:	Deadline for submission of nominations to Faculty Senate Chair
Monday, Week 6:	Deadline for Faculty Senate Chair to contact candidates and inform them of their nomination and the name of their nominator
Friday, Week 7:	Deadline for candidates to inform Faculty Senate Chair of their acceptance or declination of the nomination
Monday, Week 8:	Faculty Senate Chair to notify nominators of their candidate's acceptance or declination  Faculty Senate Chair to submit a list of accepted nominations to the Executive Assistant to the Provost and the Division Directors
Monday, Week 9:	Deadline for candidates to submit to their Division Director a list of names and contact information of former, graduated students
Monday, Week 10	Faculty Development Committee to submit to the Faculty Senate Chair and the Executive Assistant to the Provost the name of the committee member who will serve as the Selection Committee Chair
Friday, Week 10:	Division Directors to submit name of their appointed faculty representative to the Executive Assistant to the Provost  The Executive Assistant to the Provost to send a list of the Selection Committee members to the Selection Committee Chair
<b>Winter Term</b>	
Friday, Week 1:	Deadline for submission of completed packet to the Executive Assistant to the Provost (ALL materials are to be submitted to the Executive Assistant to the Provost. The Executive Assistant to the Provost will inform each candidate and their nominator when the packet is complete.)
Monday, Week 2:	The Executive Assistant to the Provost forwards completed packets to the Selection Committee, sets up Committee meeting times, and develops a schedule of observation times for candidates' classes
<b>Spring Term</b>	
Monday, Week 2:	First Faculty Senate Meeting of the Spring Quarter Selection Committee Chair or committee designee submits names of awardees to Faculty Senate and provides a brief summary of each awardees' qualifications Faculty Senate vote of approval

## **Selection Criteria**

Demonstrates evidence of one or more of the following:

- Sustained excellence in teaching and/or mentoring engagement Innovation in teaching and learning strategies
- Creating a culture that encourages student inclusion, learning, and growth

## **Selection Process**

The Selection Committee will consist of one faculty member from the Faculty Development Committee, who will serve as the chair of the Selection Committee, and one faculty member from each of the seven divisions (as appointed by each of the Division Directors) for a total of eight committee members.

During Week Five of the Fall Term, the Executive Assistant to the Provost will contact each Division Director and request that they appoint one faculty member to serve on the Selection Committee. Each Division Director should submit the name of their appointed faculty representative to the Executive Assistant to the Provost by Friday of Week 10 in the Winter Term. To avoid potential or perceived conflicts of interest, no committee member may be a nominator, letter writer, nor a candidate for that year's Distinguished Teaching Award. Additionally, no committee member may serve more than two consecutive years and no more than three current committee members may serve on the following year's committee.

The Executive Assistant to the Provost will distribute the candidates' packets to the committee and the committee will conduct a review of the materials.

The committee will identify the top candidates and a minimum of two committee members will visit each candidate's class. Committee members will attempt to attend different courses, days, and times, as agreed upon with the candidate. The candidates will be notified, in advance, of the specific class, day, and time that committee members will be attending. Committee members will observe the candidate's class for a minimum of 50 minutes, record their observations, and share them with the larger committee. In addition, the Selection Committee may elect to videotape each candidate's class to allow all members of the Committee an opportunity to observe all candidates.

The committee will select the awardees and the Selection Committee Chair will communicate the committee's decision to the candidates.

The Selection Committee Chair or committee designee will present the names of the awardees and a brief summary of each awardees' qualifications to Faculty Senate. Upon approval of the awardees by Faculty Senate, the Selection Committee Chair will submit the

names of the awardees and a brief summary of each awardees' qualifications to the Provost, the Executive Assistant to the Provost, and the University Registrar.

The Executive Assistant to the Provost will prepare the certificates for the End-of-the-Year Breakfast and order the plaques for the Commencement Ceremony.

**Division Director Teaching Award Verification Form**

\_\_\_\_\_ (Name of Candidate):

\_\_\_\_\_ **meets** the Southern Oregon University Distinguished Teaching Award Eligibility Requirements

\_\_\_\_\_ **does not meet** the Southern Oregon University Distinguished Teaching Award Eligibility Requirements

\_\_\_\_\_ **meets** the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student evaluations

\_\_\_\_\_ **does not meet** the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student evaluations

\_\_\_\_\_ (Name of Division)

\_\_\_\_\_ (Name of Division Director)

\_\_\_\_\_ (Signature of Division Director)

\_\_\_\_\_ (Date)