

## **Stephen F. Austin State University Teaching Excellence Award Criteria & Selection Procedures**

**Original Implementation:** February 2007

**Revised:** April 2014, April 2015

**Last Revision:** April 2016

Each department in the College of Education (COE) will select a departmental nominee and will forward the nominee's portfolio to the Dean's office.

To be eligible for the COE Teaching Excellence Award, a person must:

- 1) Be full time
- 2) Have at least three completed years of experience at SFASU.

The COE Teaching Excellence Selection Committee is composed of a representative from each department who is nominated by the chair. In determining the COE Teaching Excellence Award Recipient, the COE selection committee will use the SFA Teaching Excellence Award Criteria.

### **Perkins College of Education Teaching Excellence Award Portfolio**

For consideration, departmental nominees must submit their Teaching Excellence Award materials.

**Portfolio:**

The portfolio should contain the following elements in a three ring binder with tabs for the following:

1. Cover Sheet (Name, Department, Date)
2. Teaching Philosophy (2 double spaced single sided page maximum)
3. Faculty Activity Reports (summary report of last 3 years)
4. All Course Evaluations including scores and comments (last 3 years)
5. Evidence of Meeting Set Criteria (not to exceed 15 page protectors with both sides utilized, including print and images)
6. 1-page letter of support from a Chair/Director

**Teaching Observation:**

1. Each unit representative should provide, via email to the committee co-chairs, the teaching schedule and course timelines for each class taught during each semester in order to facilitate scheduling of classroom visits.
2. Each unit representative will work with the committee co-chairs to schedule one classroom visit from committee members outside the nominee's department to view a lesson; if 100% online teaching, a scheduled presentation for the committee. Both formats may include a debriefing session.
3. Each unit representative should expect unannounced visits periodically during the academic year to ensure that at least 60% (n=4) of the committee observe the representative teaching.

## PCOE SFA Teaching Excellence Award Portfolio Criteria

### Characteristics of Effective Teachers

For each criterion provide an artifact and an explanation of how the artifact demonstrates mastery of the criterion. Artifacts may include summaries of course evaluation comments or ratings, examples of course materials, photographs, etc. Keep in mind that it is better to *show* the committee what you do/have done to demonstrate each of these things rather than *telling* them that you do it.

#### A. Primary Criteria (Individual Teaching):

- Summary chart of course evaluation results for the last 3 years (The PCOE Technology Coordinator can help retrieve this data.)
- Well organized lectures, assignments, and courses
- Interested in students as individuals
- Sensitive to the physical and social learning environment of the classroom
- Innovative instruction
- Effective teaching as assessed through peer and/or alumni evaluations
- Promotes tolerance to meet the needs of all students
- Commitment to continuous improvement of their own classroom teaching

#### B. Secondary Criteria: Contribution to the teaching of others

- A commitment to continuous improvement of teaching within their department and/or within their college (e.g. mentoring, collaboration within department or College of Education, etc.)
- A commitment to continuous improvement of teaching within the university (e.g. teaching excellence center involvement, collaboration outside College of Education, etc.)

**PCOE Teaching Excellence Award Portfolio Rubric**

**Name of Unit Representative:** \_\_\_\_\_

A.	B. Required Items: 2 = item is included and is above expectations 1 = item is included and meets expectations 0 = item is not included or does not meet expectations	2	1	0
		Cover Sheet		
Teaching Philosophy				
Faculty Activity Report (3 years)				
Course Evaluations (3 years; Scores and Comments)				
Letters of Support (from supervisor)				
Classroom Visit or Presentation				
<b>TOTAL</b>				

Criteria Choose 0, 1, 2, 3 for each item 3 = excellent 2 = meets expectations 1 = below expectations 0 = not included, no evidence				
	3	2	1	0
Summary chart of course evaluation results for the last 3 years				
Well organized lectures, assignments, and courses				
Interested in students as individuals				
Sensitive to the physical and social learning environment of the classroom				
Innovative instruction				
Effective teaching as assessed through peer and/or alumni evaluations				
Promotes tolerance to meet the needs of all students				
Commitment to continuous improvement of their own classroom teaching				
A commitment to continuous improvement of teaching within their department and/or within their college (e.g. mentoring, collaboration within department or College of Education, etc.)				
A commitment to continuous improvement of teaching within the university (e.g. teaching excellence center involvement, collaboration outside College of Education, etc.)				
<b>TOTAL</b>				

**TOTAL SCORE (Sum of Column Totals)** \_\_\_\_\_

**Signature of Committee Member:** \_\_\_\_\_

**Comments may be included on the back of this sheet.**

**PCOE SFA Teaching Excellence Award Teaching Observation Criteria**



### **Teaching Excellence Award Schedule** (spring 2016 schedule)

- Prior to September 1: PCOE Teaching Excellence Committee convenes to begin the planning process
- By September 1: Associate Dean communicates PCOE Teaching Excellence timeline and procedures to department heads
- September 15: All nominations due to Chair of PCOE Teaching Excellence Committee
- By October 1: Chair of the PCOE Teaching Excellence Committee conducts informational meeting with nominees
- Throughout October –February: Classroom observations
- February 1: Department nominees submit portfolios to the Dean's Office
- February 15: COE Teaching Award Selection Committee reviews and selects COE recipient and submits name to Dean's Office
- February TBA: Dean forwards name to of COE recipient to Provost (the portfolio remains in the Dean's Office)
- March TBA: College of Education Teaching Award Recognition Luncheon (date and event to be determined and planned by the COE Teaching Excellence Award Committee)
- April TBA: College Recipients will be honored at the SFA Teaching Excellence Convocation
- By end of April: PCOE Teaching Excellence Committee debriefs and plans for next year.

## **PCOE Teaching Excellence Award Committee Recommendations**

### **I. The Composition of the Teaching Excellence Award Committee**

The Teaching Excellence Award Committee should be comprised of the following individuals:

- Co-chair: Associate Dean of Student Services and Advising (non-voting)
- Chair-elect: PCOE Teaching Excellence Award recipient from the previous year
- Chair: PCOE Teaching Excellence Award from two years prior
- One representative from each department

Each committee member serves a two-year term.

### **II. Venue of PCOE Award Ceremony**

To be selected by the Teaching Excellence Award Committee from among the following venues:

- the Culinary Café
- the Early Childhood Research Center lobby
- the Human Services building lobby
- the Student Center

### **III. Duties**

- Select PCOE recipient
- Plan PCOE Teaching Excellence Award ceremony, including (see timeline):
  - a) Choose venue and arrange for set-up
  - b) Make and distribute invitations
  - c) Order food, arrange for delivery and set-up
  - d) Arrange for each department recipient to have photo taken by SFA photographer
  - e) Solicit 100-125 word “what teaching means to me” statement from each department recipient
  - f) Order posters OR programs from Graphics Shop (with photo and text from each department recipient)
  - g) Facilitate the meeting (communicate to the dean and department/school chairs/director how many minutes they have to speak, the order of the program, etc.)
  - h) Coordinate with dean’s office regarding: certificates, frames, and stipends

Task	Contact Name	Expenses (2013)	Expenses (2014)	Expenses (2015)	Details/Recommendations
Venue	Deans Administrative Assistant can make reservations.  Talk to venue heads about table decorations, easels for posters, and set-up		0		See II above  Having it at the Culinary Café eliminates the need for additional decorations to be ordered.
Invitations	Committee Member	0	0		A: Send Save the Date a month in advance. Use online free card maker; take screenshot of the invitation. B: Send invitation to event two weeks prior. C: Send reminder the day before and the day of
Reception Program	Committee Member				Design program schedule to allow time for each Chair/Director to introduce each recipient. Dean will open with a Welcome/Introduction of the event. Communicate with Dean and Chairs how long they have to speak.
Food	Carol Woodson, #3400 Or Chay Runnels / Chef Todd Barrios	\$284.55	\$193.16		A: Order food 2-3 weeks in advance. B: See order from 2014 for suggested quantities
Pictures	Hardy Meredith  hmeredith@sfasu.edu	0	0		A: Once each department name has been submitted, a committee member can contact Hardy and ask for several time blocks. Then, email each dept. recipient and ask him/her to have a new picture taken. B: Ask Hardy to email the photos to the person in charge of the posters.
Teaching Statement	Committee member	0	0		Ask each department recipient to submit a 100-word statement re: what teaching means to him/her. Ask for this at least a week before you want it as you will probably have to ask for it several times.
Order posters OR programs	Graphics Shop, Supervisor <a href="mailto:graphicsshop@sfasu.edu">graphicsshop@sfasu.edu</a> or 468.1301 First floor of student center	\$147.00	\$111.20		A: Submit copy of poster from 2012 and the pictures of each department recipient



					<p>along with his/her teaching statement approximately 2 weeks before the event</p> <p>B: Proof the documents</p> <p>C: Dean's office will pay for them.</p>
Notebook Showcase	Committee member				Transport notebooks to the venue to display.