

October 17, 2022

Dear Teaching Excellence Award Departmental Recipients,

Congratulations on your nomination for the James I. Perkins College of Education Teaching Excellence Award. In this packet, you will find the procedures for consideration, including portfolio criteria and rubric and the Evidence of Teaching Excellence Rubric.

The following timeline has been established for the Teaching Excellence Award.

DATE	EVENTS/DEADLINES	LOCATION
	Nominee informational meeting	zoom
Jan 23 (noon)	Evidence of Teaching Excellence videos submission via LiveText	NA
Jan 23 (noon)	Share EPortfolio via LiveText	
Feb 10	Committee decision forwarded to dean	
TBD--March 29 th ?	PCOE Teaching Award Recognition	
TBD	University Teaching Excellence Recognition	TBA

If you have questions about the process, please contact Stacy Hendricks.

Thank you,

Teaching Excellence Award Committee

Stacy Hendricks, Chair

hendricks1@sfasu.edu

Jamie Cupit

Mark Montgomery

Nina Ellis-Hervey

Mihae Bae

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

Original Implementation: February 2007

Last Revision: September 2020

Each unit in the Perkins College of Education (PCOE) will select a unit recipient and will forward the recipient's name to the Associate Dean's office.

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

- 1) Be a permanent, full time faculty member
- 2) Have at least three completed years of experience at SFASU.

The PCOE Teaching Excellence Selection Committee includes a representative (unit head nominated) from each unit. In determining the PCOE Teaching Excellence Award recipient, the PCOE selection committee will use the SFA Teaching Excellence Award Criteria.

Eportfolio: For consideration, nominees must submit their Teaching Excellence Award materials via an electronic portfolio using the Livetext template.

The eportfolio should contain the following elements:

1. Cover (Name, Department, Date)
2. Teaching Philosophy (2 double spaced page maximum)
3. Faculty Activity Reports (summary report of last 3 academic years)
4. Summary chart of course evaluation results for the last 3 academic years
5. All Course Evaluations including scores and comments (last 3 academic years)
6. Evidence of Meeting Set Criteria (videos)
7. 1-page letter of support from a Chair/Director

****An academic year is considered September 1st-August 31st**

Evidence of Teaching Excellence Videos:

1. Each unit representative should provide a video (maximum of 5 minutes) explaining and showing evidence (artifacts within the video) of each of the seven components listed on the PCOE Teaching Excellence Award: Evidence of Teaching Excellence Rubric (page 5).
2. Each unit representative should upload all seven videos to the LiveText template by designated date on the first page of this packet.
3. The associate dean will evaluate the teaching videos but will not include a rubric evaluation as part of the overall evaluation unless there is a tie.

NOTE: The teaching portfolio will count for 60% of the total score while the remaining 40% will be the teaching videos. The evaluation sheets will **NOT** be distributed to nominees.

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. Individual Teaching:

- Well organized instructional materials from courses (lectures, assignments, etc.)
- 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. 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 Eportfolio Rubric

Name of Unit Representative: _____

A.	B. Required Items:	
	Y = item is included N = item is not included or does not meet expectations	
	Yes	No
Cover (including Name, Department, Date)		
Teaching Philosophy		
Faculty Activity Report (3 years)		
Summary Chart of course evaluations for the last 3 academic years		
Course Evaluations (3 academic years; Scores and Comments)		
Letters of Support (from supervisor)		

NOTE: Failure to include any of the items above will result in a three point (for each item not included) deduction from the total score.

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
	Well organized instructional materials from courses (lectures, assignments, etc.)			
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.)				
TOTAL				

TOTAL SCORE (Sum of Column Totals) _____

Signature of Committee Member: _____

Comments may be included on the back of this sheet.

**PCOE Teaching Excellence Award
Evidence of Teaching Excellence Rubric**

Name of Unit Representative: _____

Criteria Choose 0, 1, 2, or 3 for each item 3 = excellent 2 = meets expectations 1 = below expectations 0 = not included, no evidence	3	2	1	0
Displays extensive content knowledge of the subject.	3	2	1	0
Anticipates and uses possible student misunderstandings and proactively develops teaching techniques to mitigate concerns while also inspiring exploration and discovery.	3	2	1	0
Plans instruction and activities to maintain student engagement which also allows students to understand how the lesson fits within the structure of the discipline, related content and/or within real-world scenarios.	3	2	1	0
Skillfully provokes and guides discussion to pique curiosity and inspire student-led learning of meaningful and challenging content.	3	2	1	0
Uses a variety of instructional strategies to address individual needs of all students.	3	2	1	0
Creates a responsive classroom that engages all students with relevant, meaningful learning will also creating a positive rapport amongst students.	3	2	1	0
Assesses student learning: before teaching, during teaching, and after teaching to inform instruction and future planning.	3	2	1	0
TOTAL Comments may be included on the back of this sheet.				

TOTAL SCORE (Sum of Column Totals) _____

Signature of Committee Member: _____

Note: This rubric was created using information from the TTESS and TPESS instruments found at <http://www4.esc13.net/ttess> and <http://www4.esc13.Mcnet/tpess>.