



NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS

Title	<b>PROCEDURES FOR FACULTY TEACHING AWARDS</b>
Authority	<b>Chancellor</b>
History	Effective July 1, 2007; Revised August 1, 2008
Legal Reference	BOG <a href="#">400.3.6</a> University Teaching Awards; BOG <a href="#">400.3.6.1[G]</a> Guidelines on University Teaching Awards
Additional References	
Responsible Offices	Chancellor
Classification	4300

The UNC Board of Governors along with NCSSM have established the following awards to recognize outstanding teaching and other contributions related to teaching by faculty members in the NCSSM community. The allocation of funds provided by the Board of Governors for institutional awards must be consistent with institutional procedures as required by the Board of Governors in Policy 400.3.6.

AWARDS

Board of Governors Award for Excellence in Teaching

The Board of Governors Excellence in Teaching Award is made annually to one outstanding faculty member from each of the constituent institutions in the UNC System. Upon nomination by NCSSM and approval of the Board of Governors, the school's recipient will be provided an award of \$7,500.00 plus additional recognition by the Board of Governors.

General Criteria

- Has demonstrated excellent or exceptional teaching over a sustained period of time
- Has completed all portfolio sections required for this award
- Has met at least some of the Specific Criteria listed below for Exceptional Contribution as an NCSSM Faculty Member

Eligibility

- At least seven years as a full-time faculty member at NCSSM
- Presently on a multi-year contract
- Not a previous Board of Governors Award recipient at any UNC institution
- Has previously received the NCSSM Outstanding Teacher Award (except for the 2008, 2009, & 2010 nominees)

Other

- The \$7,500.00 award must be in addition to, and not in lieu of, any salary increases to which the nominee may be entitled
- The award may not be divided among two or more faculty members
- In addition to recognition by the Board of Governors, the nominee will be honored at a suitable event on the NCSSM campus

- The nominee will be a member of the Faculty Teaching Awards Committee during the year following her/his nomination

### NCSSM Outstanding Teacher Awards

The NCSSM Outstanding Teacher Awards are made annually to two outstanding NCSSM faculty members. Each faculty member receives an award of \$2,500.00 plus additional recognition by NCSSM.

#### General Criteria

- Has demonstrated excellent or exceptional teaching over a sustained period of time
- Has completed all portfolio sections required for this award
- Has met at least some of the Specific Criteria listed below for Exceptional Contribution as an NCSSM Faculty Member

#### Eligibility

- At least five years as a full-time faculty member at NCSSM
- Presently on a multi-year contract
- Has never received the Board of Governors Award and not received the NCSSM Outstanding Teacher Award for the previous five years

#### Other

- Each \$2,500.00 award must be in addition to, and not in lieu of, any salary increases to which the awardees may be entitled
- The \$2,500.00 awards may not be divided among two or more faculty members
- The awardees will be honored at a suitable event on the NCSSM campus

### Awards for Exceptional Contribution as an NCSSM Faculty Member

Four awards are made annually for Exceptional Contribution as an NCSSM Faculty Member in the following areas:

- Classroom Innovation (teaching strategy and/or application of technology)
- Outreach
- Scholarship
- Service to Students

Each faculty member receives an award of \$1,125.00 plus additional recognition by NCSSM.

#### General Criteria

- Has demonstrated excellent or exceptional teaching over a sustained period of time
- Has completed all portfolio sections required for this award

#### Eligibility

- At least three years as a full-time faculty member at NCSSM
- Presently on a multi-year contract

#### Other

- Each \$1,125.00 award must be in addition to, and not in lieu of, any salary increases to which the awardees may be entitled

- Each \$1,125.00 award may be divided among two faculty members if the Selection Committee determines that they collaborated and each contributed substantially to the work(s) for which the award is made
- The awardees will be honored at a suitable event on the NCSSM campus

#### Specific Criteria for Classroom Innovation Award

- Summary statement of candidate's involvement in course and/or curriculum development with emphasis on innovation and/or technology
- Innovative teaching strategies
- Innovative teaching activities
- Other applicable contributions

#### Specific Criteria for Outreach Award

- Summary statement of candidate's involvement in course and/or curriculum development for outreach
- Outreach activities or services provided in association with NCSSM
- Outreach activities or services provided through involvement in other organizations
- Other applicable contributions

#### Specific Criteria for Scholarship Award

- Summary statement of candidate's involvement in scholarship activities
- Research activities directly related to teaching
- Scholarly publications
- Other applicable contributions

#### Specific Criteria for Service to Students Award

- Summary statement of candidate's participation in serving students she/he teaches
- Tutoring or advising
- Involvement in extracurricular activities with students
- Other applicable contributions

### SELECTION COMMITTEE

#### Membership

- Four faculty members elected to staggered two year terms by the faculty, one each from Humanities, Mathematics, Science and the other areas combined. In the first year, two members will be elected to one-year terms and two will be elected to two-year terms. One alternate also will be elected from each of these areas, to serve in case the elected representative is one of the nominees for an award.
- The Board of Governors Excellence in Teaching Award winner from the previous year.
- One administrator appointed by the Chancellor.
- The Alumni Board President or her/his designee.

- The Student Government President.

The Director of Academic Programs will convene and serve on the committee as a non-voting member.

### Procedures

The committee may accept nominations for all awards from faculty and alumni only. A faculty member may self-nominate for any or all awards. No person while serving on the committee, however, may nominate a faculty member.

The strictest confidentiality shall be maintained. A faculty member, or alumnus/alumna wishing to nominate a faculty member, shall obtain the prospective nominee's permission by completing a Teaching Awards Nomination Form (available in the Academic Programs Office or on-line on the Faculty Council website), getting the prospective nominee's signature, and submitting the form to the Director of Academic Programs. The form should not be given directly to any member of the committee. The form shall specify the award(s) for which the nomination is being made. The Director of Academic Programs will then obtain the required portfolio from each nominee and provide copies of the portfolios to the members of the committee. The committee members will discuss the nominees and portfolios only with each other and only in meetings of the full committee. When they have made their decisions, they will communicate these only to the Director of Academic Programs, who will see that appropriate notification and recognition occur.

**North Carolina School of Science and Mathematics**  
**Teaching Awards Information Form**  
**For Recognition in the 2007-2008 Academic Year**  
**CONFIDENTIAL**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Number of years teaching at NCSSM: \_\_\_\_\_

Year(s) previously recognized with a Teaching Award at NCSSM (if applicable): \_\_\_\_\_

**Award Criteria:** Demonstrated excellence in teaching as documented by the following:  
(All supporting documents should be single-spaced, 12 point font, 1 inch margins)

For all awards

- **Cover pages:** Teaching Awards Nomination Form and this completed Information Form
  
- **Page 1:** (One-sided or one page front and back)
  - A listing of all course sections taught during the last 3 years and a cumulative summary of student evaluations for those sections (as on-line course evaluation continues this information will be the annual cumulative reports of course evaluations provided to Human Resources)
  
- **Pages 2 & 3** (Front side only)
  - Summary statement of teaching philosophy
  - Summary statement of excellence in teaching with emphasis on methods used to achieve educational goals

To be considered for the BOG Excellence in Teaching and the NCSSM Outstanding Teacher Awards, as well as for the Awards for Exceptional Contribution in a designated area, complete any or all of the next four sections that appropriately apply (though do not feel compelled to complete every section)

- **Page 4 – 7** (One-sided or one page front and back)

For Exceptional Contribution in Classroom Innovation Award

- Summary statement of candidate's involvement in course and/or curriculum development with emphasis on innovation and/or technology
- Innovative teaching strategies
- Innovative teaching activities
- Other applicable contributions

For Exceptional Contribution in Outreach Award

- Summary statement of candidate's involvement in course and/or curriculum development for outreach
- Outreach activities or services provided in association with NCSSM
- Outreach activities or services provided through involvement in other organizations
- Other applicable contributions

For Exceptional Contribution in Scholarship Award

- Summary statement of candidate's involvement in scholarship activities
- Research activities directly related to teaching

- Scholarly publications
- Other applicable contributions

For Exceptional Contribution in Service to Students Award

- Summary statement of candidate's participation in serving students she/he teaches
- Tutoring or Advising
- Involvement in extra-curricular activities with students
- Other applicable contributions

For all awards

**Pages 8 & 9** (Front side only)

- Summary endorsement statement from a NCSSM faculty colleague
- Summary endorsement statement from some other knowledgeable source (e.g. NCSSM student, staff member from a related institution or relevant agency)

Signature of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

Submit this complete Awards Information portfolio (including cover and 5 to 9 additional pages) in a sealed envelope—marked CONFIDENTIAL—to Tom Clayton, Director of Academic Programs (Watts 101) no later than Friday, **January 4, 2008**.