

North Carolina School of Science and Mathematics Procedures for Faculty Teaching Awards Selection Committee

Membership

- Five faculty members, one each from Humanities, Mathematics, Science, Engineering and Computer Science, and the other areas combined will be appointed annually by Faculty Senate. Faculty members are ineligible if they are nominees, if they have submitted a nomination, or if they are writing letters of support for nominees. In the event that there is no eligible faculty member in a particular department, the Faculty Senate may select a second faculty member from one of the other departments.
- The Board of Governors Excellence in Teaching Award winner from the previous year.
- One administrator appointed by the Associate Vice Chancellor for Academic Programs.
- The Alumni Board President or her/his designee.
- The Student Government President.

The Associate Vice Chancellor for Academic Programs will convene and serve on the committee as a non-voting member.

Policy-Mandated 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 or write a letter of endorsement for a nominee. 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, obtaining the prospective nominee's signature, and submitting the form to the Associate Vice Chancellor for Academic Programs. The form shall specify the award(s) for which the nomination is being made. The Associate Vice Chancellor for Academic Programs will then collect the required portfolio from each nominee and make the portfolios available to the members of the committee prior to the selection meeting. Each portfolio will contain a summary of courses taught, a reflection on how the candidate has used course evaluations to modify practices, and the candidate's teaching philosophy and statement on excellence in teaching. Each portfolio should also contain two endorsement statements: one from a NCSSM faculty colleague and one from some other knowledgeable source (e.g. NCSSM student or alumnus/alumna, staff member from a related institution or relevant agency). Committee members will discuss the nominees and portfolios only with each other and only in meetings of the full committee to determine the recipients. For the awards of Exceptional Contribution as an NCSSM Faculty Member, the committee will decide each year which of the six categories to assign awards for based on the portfolio submissions. There is no restriction on multiple awards in a given category. The Associate Vice Chancellor for Academic Programs will coordinate the notification and recognition process.

[**Link to Teaching Awards Portfolio Submission Procedures
4300 Procedures for Faculty Teaching Awards \(BOT Policy\)**](#)

Additional Procedures

General Procedures for Committee Members

- Committee members shall review all portfolio submissions in advance and submit their preliminary choices to the Associate Vice Chancellor for Academic Programs no later than 24 hours in advance of the selection meeting.
- Committee members shall focus solely on strength of portfolio throughout the selection process. Committee members shall not advocate for candidates based on personal knowledge of the candidates or other factors not related to the strength of portfolio.
- Committee members shall be respectful of each other throughout the selection process.
- Working Definition of Consensus - A decision made by a group when all members agree to support and respect the group's decision even if they had a minority opinion of the decision. Any minority opinions will be considered as a part of the discussion process to ensure that all opinions are heard and valued.
- All committee discussions should remain confidential. Members shall not share any aspects of the discussion with others outside the group. Recipients' names shall be kept confidential until the chancellor's official announcement.

Task 1: Select BOG Nominee and Outstanding Teacher Awards recipients.

- Committee Members shall determine their top candidate for BOG and their top two candidates for Outstanding Teacher and submit to the Associate Vice Chancellor for Academic Programs 24 hours in advance of the selection meeting.
- At the selection meeting, the committee shall discuss the portfolios of all top candidates for BOG and Outstanding Teacher awards and reach consensus on the nominee for BOG and recipients for the two outstanding teacher awards.

Task 2: Select Exceptional Contribution Awards recipients.

- Committee members shall prepare a list of their top four candidates overall across all six categories for exceptional contribution awards and submit to the Associate Vice Chancellor for Academic Programs no later than 24 hours in advance of the selection meeting.
- At the selection meeting, the committee shall
 1. Discuss all identified top candidates.
 2. Reach consensus on four most outstanding candidates for an exceptional contribution award.
 3. Determine the category of award for each of the four recipients.

Task 3: Select Holshouser Award for Excellence in Public Service Nominee.

- Committee Members shall determine their top candidate for Holshouser Award and submit to the Associate Vice Chancellor for Academic Programs 24 hours in advance of the selection meeting.
- At the selection meeting, the committee shall discuss the portfolios of all top candidates for the Holshouser Award and reach consensus on the nominee.

The Associate Vice Chancellor for Academic Programs shall keep records on application patterns and committee proceedings and bring concerns about procedures to Faculty Senate as needed.