

**Distinguished Teaching Award Nomination**  
**Portfolio Guidelines**

**DUE DATE:**

**FORMAT:**

One Three Ring Binder

- No larger than 2 inches
- Name on front and sides.
- Tabs with the following sections:
  - Teaching Philosophy
  - Courses Taught
  - Course Units of Instruction
  - Grade Spreadsheets
  - Course Evaluations
  - Assessment Examples
  - Other Documentation of Teaching Excellence

**CONTENT OF EACH SECTION\*\*:**

Teaching Philosophy - Narrative outlining your teaching philosophy.

Courses Taught - List of courses taught over the past two years including:

- Course Name and Number
- Semester Taught

Course Units of Instruction - Two examples of Course Syllabi from the past two years demonstrating:

- Course Description
- Learning Outcomes
- Methods of Instruction
- Grading Weight
- Assignments
- Unit of Instruction (Over the term taught)
- **Note:** It is not necessary to include college or department policies standard to all course syllabi.

Grade Spreadsheets - Two spreadsheets of grades awarded for any two courses from the past two years. Spreadsheets should include:

- Course Name and Number
- Semester Taught
- Instructor Name
- Assignment Weights
- Individual Student Assignment Points Awarded
- Final Letter Grades Awarded
- **Note:** Please redact student names or other private information.

Course Evaluations - Minimum two Course Evaluations from the past two years. May include:

- Face to Face Student Evaluations with **ALL** student comments
- Student Web Course Evaluations
- Instructor Observations by Peers or Administrators

Assessment Examples - Minimum two examples of any types of Assessments from the past two years with Narrative Cover Sheet identifying the following information:

- Name of the Assessment
- Course
- Purpose of the Assessment

Assessment examples may include:

- Assignment Guidelines
- Grading Rubrics Utilized
- Tests Utilized
- Examples of Student Work (with names redacted)
- Examples of Student Submissions with Feedback (with names redacted)

**\*\*NOTE: Required documentation that is missing must be explained as to why the documentation is not available.**

Other Documentation of Teaching Excellence - Open category.

May include any other types of examples that demonstrate continuous improvement and excellence in teaching *from the past two years only*.

Examples may include (but are not limited to):

- Screen Shots of Web Course Content such as Camtasia Relay Videos, Announcements, Discussion Boards, etc.
- E-Mails to students explaining concepts
- E-Mails from students commending the nominee.
- Powerpoints or other presentations created by the nominee
- Examples of the use of technology in the classroom.
- Examples of collaborative learning activities used in the classroom.
- Pictures of classroom activities.
- Narrative explanations of continuous improvement of classroom assignments or other teaching methods.
- Examples of how scholarship from research, conferences or other professional development opportunities has impacted your teaching methods.
- Examples of how work experience in your discipline has impacted your teaching methods.