

Distinguished Teaching Award (DTA) Guidelines and Timeline

DTA NOMINATION PROCESS

- Annually beginning November 1st until October 31st of the following year.
 - Nominations received after November 1st of the current year will be placed in the nominee pool for the following year's award.
- Nominations may be made by any student, employee, or alumni using the nomination form.
- All faculty both full-time and part-time are eligible to be nominated and receive the award except:
 - Distinguished Teaching Award Recipients are ineligible for award consideration for 4 academic years following the award year. See the reference table below.

| <u>Award Year</u> | <u>Nominating window</u> |
|-------------------|--|
| 2018 | 11/1/17-10/31/18 |
| 2017 | 11/1/16-10/31/17 |
| 2016 | 11/1/15-10/31/16 |
| 2015 | 11/1/14-10/31/15 |
| 2014 | 1/1/14-10/31/14 |
| 2013 | 1/1/13-12/31/13 (This award year and earlier eligible for 2018 award.) |

DTA SELECTION PROCESS

Phase One - Faculty Notification

- Nominated faculty will be notified in early November.
 - Faculty that have received the Distinguished Teaching Award within **four** academic years previously will be notified of the nomination but are ineligible to continue in the award process.
 - Notification for eligible faculty will include a timeline of the overall DTA review process.
- Nominated faculty who wish to move forward in this process must submit a 1-2 page teaching philosophy by November 20th at 9am.

Phase Two – 1st Nomination Review

- DTA Review Committee members will meet to review all nominations.
 - Up to 25 selected nominees will be asked to continue in the process
 - The committee may designate alternates, in ranked order, in case a candidate withdraws.
- Faculty Notification
 - DTA nominees in the final candidate pool will be notified before the end of Autumn Semester and asked to submit a portfolio for further consideration in the process.
 - Portfolio Guidelines and deadline information will be provided to each candidate.
 - **Note:** Any nominees declining to continue for further consideration may be replaced by the alternates.

Phase Three – Portfolio Submission and Review

- Phase Two candidates must submit a portfolio by 4:30pm to the HR Department on or before January 31st.
 - See the DTA Nominee Portfolio Guidelines for details on this part of the process.
- DTA Review Committee members will examine all portfolios submitted.
 - Up to ten nominees will be selected as finalists for teaching observations.
 - The finalists will be notified by Spring Break of Spring Semester each year as to Phase Four of the process.

Phase Four – Teaching Observations

- The Review Committee will choose at least one course that each nominee teaches to observe.
 - Nominees being reviewed should be notified at least one week in advance as to the date and time of the observation sessions.
- Finalists Teaching Traditional Courses
 - Each finalist must be observed by a minimum of three DTA Review Committee Members for at least 50 minutes of live classroom presentation.
 - Class presentations may be observed at different days and times by the Review Committee.
 - Finalist may request that the DTA Review Committee meet with them, in addition to the class observation, to share web-enhanced portion of class.
 - Review Committee Members are eligible to obtain subs for their regular classes in order to complete observations in a timely manner.
- Finalists Teaching Web Courses
 - At least three Committee Members will arrange an acceptable day and time for all to meet with the Finalist and complete a web tour of the nominee's course.
 - Review Committee Members are eligible to obtain subs for their regular classes in order to complete this meeting in a timely manner.
 - All Committee Members will be provided access to the Finalist's web class for the same specific week of instruction.
- Four Award Recipients will be selected by the Review Committee by Week 14 of Spring Semester.
 - The Review Committee should meet to make the final decision based on the group's consensus.
 - Names of the four finalists should be forwarded to the Vice-President of Instruction and the HR Department.

Phase Five – Award Presentation

- Recipients will be announced and presented with the award at an appropriate college-wide event.
 - Recipients will receive:
 - Distinguished Teaching Award Plaque
 - A one-time cash bonus of \$2,500. (Or as designated in the current Faculty Contract.
 - A reserved parking space of their choice for one semester during the following academic year.

Composition of DTA Review Committee

- Includes the four faculty chosen for the DTA Award from the previous year plus one academic administrator appointed by the Vice-President of Instruction.
 - The four DTA faculty will receive 2 hours of re-assigned time for Spring Semester to conduct the review process.

DTA Timeline

| Timeframe | Action |
|--------------------------------------|--|
| Nov 1 - Oct 31 of following year. | Nominations are accepted for the next award. |
| Nov. 1 | Nominees are notified of their initial nomination. |
| By November 15th | Nominees submit Teaching Philosophy |
| By End of AU Semester | Committee selects and notifies semi-finalists to prepare portfolios. |
| 4:30pm on January 31 st . | Candidate portfolios are due to HR Department |
| Before Spring Break | DTA Review Committee examines portfolios and determines 10 finalists. Committee notifies finalists and requests class schedules. |
| By Week 13 - Spring Semester | DTA Review Committee observes classroom or online instruction. |
| By end of Spring Semester | DTA Review Committee selects 4 winners and notifies Vice President of Instruction and HR Department. |
| Appropriate college event. | Distinguished Teaching Recipients are awarded at College ceremony. Winners become the next review committee. |