

### **Appendix 4.9.3: Criteria for the Dr. Brian R. Shero Teaching Excellence and Campus Leadership Award**

#### **Guidelines for the Dr. Brian R. Shero Teaching Excellence and Campus Leadership Award**

##### **A. DESCRIPTION**

1. The award for excellence in teaching, mentoring, and college leadership. The following characteristics may be included for defining teaching excellence, but are not limited to: enthusiasm, teamwork, candidate's good relationship with students, publications, knowledge in the field, successful students, organizational skills, integrity, commitment to teaching, program development, documentation of teaching excellence, and demonstration of ability to facilitate student learning.
2. Emphasis is on excellence in teaching and mentoring. The committee will place the emphasis of their decision on the candidate's teaching qualifications weigh the leadership component of the award less heavily.
3. Only full-time Faculty who have a minimum of four (4) years full time service at Medaille are eligible.
4. The award can be bestowed on a Faculty member more than one time; however, four (4) years must elapse before an award recipient is again eligible.
5. A candidate's supporting portfolio must be inclusive to the end of the semester directly preceding the date of nomination.
6. The award will be given every year unless there are no nominations.
7. The award can only be granted to a single individual during a given academic year.

##### **B. NOMINATIONS**

1. Cannot be made by oneself
2. Nominations come from units not individuals. Units include faculty departments, official student clubs, and the Alumni Executive Board.
3. Nominations from a department are not restricted to a member of that department.
4. The nomination by a department means that the decision is made via all full-time faculty members of the department. Nomination by an official student club means that the decision is made via all full-time club members. Nominations are made by a majority vote and should be reflected in the meeting minutes of the unit.
5. A selection committee member can be nominated but must resign from the committee if he/she accepts the nomination.
6. Nomination and selection are two entirely separate processes. A person who is nominated must agree to accept nomination before he/she can be considered in the selection phase.

#### **SELECTION COMMITTEE MEMBERSHIP**

1. Immediate past recipient of award. If unable to serve then the most recent awardee is able to participate.
2. Chairperson of the Faculty Council.
3. Two at-large representatives of the general full-time faculty chosen through a process of nominations and elections between March 1 and April 15.
4. President of the Student Government Association.
5. President of the Alumni Association
6. Vice President of Academic Affairs (VPAA). If unable to serve, another Administrator chosen by the VPAA or the President.

#### **Alternates for Committee Membership**

- a. The seat of a person unable to serve will be filled by another person elected by the group being represented. Therefore, full committee membership must be present at the voting meeting.

#### **C. SUGGESTED INCLUSION FOR A PORTFOLIO**

1. Cover letter, in the form of a professional resume covering time at Medaille College.
2. Student evaluations from classes. The number of classes and type of classes are left to the choice of the nominee.
3. Names of faculty, student committees, and organizations that will be sending letters of endorsement. Nominees should request that letters of endorsement be sent directly to the VPAA.
4. Evidence of leadership.
5. Documentation on availability and quality of mentoring.
6. Other materials of importance in support of nomination.

#### **D. PROCEDURES**

1. Nominations are submitted to the VPAA.
2. Nominations and all discussions will be kept confidential by the selection committee throughout the process.
3. Letters sent to the Committee from the VPAA are not available for examination by the candidates or others.
4. Selection by the Committee will be by majority vote.

**TIME SEQUENCE**

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| March 1* | Nominations are due to the VPAA. A short rationale must be included.         |
| March 8  | Nominees will be notified by the VPAA.                                       |
| March 15 | Nominees notify the VPAA of their acceptance                                 |
| April 15 | Portfolios due in the Office of Academic Affairs.                            |
| May 6    | A decision by the Selection Committee will be made on or prior to this date. |
| May      | Commencement Announcement of the award recipient.                            |
| November | Award Recipient will be the main speaker at the Honors Convocation           |

**NOTE:** In the case of holiday or weekend, the next regular school date will be specified. The time sequence shall be adhered to strictly unless modified by the VPAA due to school closing.

\* The last date for nominations will be listed on the Yearly Academic Due Date Calendar distributed at the beginning of the academic year.

*Approved by the Full Time Faculty: September 2010*