

**Primer on BOG Awards for Excellence in Teaching  
Personnel & Tenure Committee  
November 2012**

**I. Establishment of Award**

In 1993, the BOG established this award with the following resolution:

“To underscore the importance of teaching and to encourage, identify, recognize, reward, and support good teaching within the University, the Board of Governors shall create annual system-wide teaching awards with monetary stipends which are designated the Board of Governors Awards for Excellence in Teaching.”

The full BOG policy (400.3.6) and guideline (400.3.6.1[G]) are attached as Appendix #1.

**II. Award Funding**

Each BOG award recipient receives a \$7,500 award. The BOG award recipients are taxed on the award and a 1099 is generated at the end of the year.

In addition to the \$7,500 for each campus recipient, BOG 400.3.6 provides eight campuses \$9,500 each for campus-based teaching awards (i.e., ECSU, FSU, NCCU, UNCA, UNCP, UNCSA, WSSU and NCSSM). Nine campuses each receive \$6,500 for campus-based teaching awards (i.e., ASU, ECU, NCA&T, NCSU, UNC-CH, UNCC, UNCG, UNCW, WCU). All funds come from state appropriations.

In addition to these funds, some campuses have contributed additional monies to award excellence in teaching. These funds come from multiple sources

**III. Nominee Selection Process**

The nominees for the Awards for Excellence in Teaching are selected by campus-based committees as outlined in 400.3.6.1[G]. Each campus solicits campus nominations and establishes a timeline consistent with GA’s deadline for submission of their nominee. See Appendix #2 for the award timeline.

The nominee is submitted by each campus to GA around the 1<sup>st</sup> of February. The recipients are notified by the BOG Chair of their awards and the next steps for receiving the award medallion and stipend check.

The campus-based teaching awards work in a similar fashion with the criteria determined by a campus committee; however, the campus notifies the recipient.

#### **IV. Event History and Costs**

For the first fourteen years of the award, 1995 - 2008, the BOG Teaching Award held an annual luncheon for recipients in Chapel Hill. The award recipients invited 5-7 individuals including their Chancellor, Provost, a former student, and family members. The cost for the luncheon was approximately \$20,000. In 2009, in an effort to reduce costs while maintaining the stature of the award, the BOG decided to honor each nominee by presenting the award at each campus' Spring commencement. The cost difference from 2008 vs. 2010 was a savings of \$17,500.

The process for honoring each campus winner "locally" is working very well. The nominee is recognized by their peers in front of spring graduates, faculty peers, senior administration, and friends of the university.

#### **V. Recent Enhancements**

As of 2011, the award process has gone "green". All correspondence regarding the awards is done electronically. Further, the campuses submitted their materials either by DVD or CD.

A Teaching Award Information Sheet now exists for each campus to aid GA in press release preparation.

In order to provide consistency for each awardee's citation posted on the new GA website for the awardees, a "Guidelines for Writing an Essay about a Teaching Award Honoree" was developed.

The Use of Funds Report to the P&T Committee has also been streamlined. Instead of 17 different narratives from the campuses a spreadsheet is now sent electronically to each campus to report funds in a standardized format using no narrative.

#### **VI. BOG Teaching Award Website**

The campus citation and a picture are posted for each awardee for each of the last three years. The website was requested by the P&T Committee during the 2010 BOG Teaching Awards.

(See [http://www.northcarolina.edu/bog/teaching\\_awards/2012/index.html](http://www.northcarolina.edu/bog/teaching_awards/2012/index.html))

### **Time Line for the 2013 BOG Teaching Awards**

November 2012	Send emails to Chancellors requesting nominations and portfolio submissions.
December 2012	Contact campus registrars to obtain information and dates for Spring commencement ceremonies.
February 1 2013	<p>Campus portfolios received via DVD or CD_ROM.</p> <p>Present a list of the campuses' 2012 BOG teaching award nominees to the Personnel &amp; Tenure Committee.</p> <p>P&amp;T Chair requests final approval of teaching award nominees to the full board in Closed Session</p> <p>Send congratulatory letter to the nominees from BOG Chair</p> <p>As part of the February CAO Meeting, an announcement is made by the Senior Vice President for Academic and Student Affairs to have the registrar in charge of commencement ceremonies to contact person in charge of Teaching Awards.</p>
March 2013	<p>Call award winners to congratulate and obtain information for medallion engraving.</p> <p>Transmit Award Recipient Information Sheet to VP of Communications for press release preparation.</p> <p>Transmit award recipient information to Office of the Secretary for medallion engraving.</p>
April 2013	<p>Coordinate with Information Technology to provide information to build website for 2013 award winners.</p> <p>Solicit Board members to act as the representatives for campus Spring commencement ceremonies.</p> <p>Call campus registrars to inform of assigned BOG member and discuss medallion and stipend check coordination.</p> <p>Email draft scripts to BOG members and campus registrars.</p>

## Appendix P

Request stipend checks from accounting.

GA press release announcing award winners.

Send medallions and stipend checks to campus contact, ensure that all information and coordination is made between BOG members and campus registrars

May 2013 thru  
June 2013

Follow-up with BOG members and obtain feedback on process.

Send UNC-TV electronic photos of BOG Teaching Award winners for show montage of winners during O. Max Gardner piece.

June 2013

Reports due for campuses' allocation and distribution of funds.

July 2013

Prepare report on the campuses' allocation and distribution of funds.

July or August 2013

Report to Board on the campuses' allocation and distribution of funds.

## University Teaching Awards

### Introduction

At its September 1993 meeting, the Board of Governors adopted a report on *Tenure and Teaching in the University of North Carolina*. The report, prepared jointly by the Board's Committee on Personnel and Tenure and its Committee on Educational Planning, Policies, and Programs, reaffirmed the Board's insistence that teaching is the primary responsibility of each of the 17 constituent institutions of the University. To underscore the importance of teaching and to encourage, identify, recognize, reward, and support good teaching within the University, the Board adopted a set of six specific recommendations, including the following:

*That the Board of Governors create annual systemwide teaching awards with monetary stipends which are designated "Board of Governors Awards for Excellence in Teaching."*

#### I. Annual Awards for Teaching Excellence

A. The Board of Governors will allocate \$267,000 each year for the Awards for Teaching Excellence with approximately one half of the fund (\$132,500) to be used each year for a system-wide awards program and the other half (\$134,500) to be used for allocations to campuses for teaching awards.

B. Each year the chair of the Board of Governors will appoint a special committee, or designate a standing committee such as the Committee on Personnel and Tenure, to provide coordination and oversight for the teaching awards programs.

C. The program of awards will be evaluated and revised periodically.

#### II. System-wide Awards

##### A. Number of Awards

There shall be a total of 17 Board of Governors Awards annually. One recipient shall be nominated from each of the 17 constituent institutions.

##### B. Nature of Awards and Recognition

Each recipient of a Board of Governors Award for Excellence in Teaching will receive a citation and a one-time award of \$7,500. Presentation of the awards will be made at an appropriate event to be attended by recipients and their guests, members of the Board of Governors, the President and vice presidents of the University, the chancellors or their designees, and other guests.

##### C. Eligibility for Selection

Any faculty member who has earned tenure<sup>1</sup> at the institution and has taught at the institution for at least seven years is eligible. The recipient must have demonstrated excellent or exceptional teaching ability over a sustained period of time. Potential nominees must be teaching in the academic year in which they are selected.

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<sup>1</sup>At the North Carolina School of Science and Mathematics and the University of North Carolina School of the Arts, a faculty member with a multi-year contract who has taught at the institution for at least seven years is eligible.

No faculty member will be eligible to receive this award more than once while teaching at any UNC institution.

### III. Institutional Teaching Awards

A. A total of \$134,500 will be allocated each year to the 17 constituent institutions to establish additional faculty awards for teaching excellence.

B. Each institution should develop procedures for establishing awards and selecting recipients supported by the Board's allocation.

C. In establishing these awards, the Board gave special emphasis to the smaller institutions with more limited resources and to those institutions which did not have teaching awards.

In keeping with this objective the following eight institutions are allocated \$9,500 each: Elizabeth City State University, Fayetteville State University, North Carolina Central University, University of North Carolina at Asheville, University of North Carolina at Pembroke, University of North Carolina School of the Arts<sup>2</sup>, Winston-Salem State University and North Carolina School of Science and Mathematics, with the other nine constituent institutions being allocated \$6,500 each for teaching awards.

### IV. Guidelines for Implementing the Awards for Teaching Excellence

The President will issue guidelines for the nomination and selection of system-wide teaching awards and the allocation of funds for institutional teaching awards.

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<sup>2</sup>Name changed from North Carolina School of the Arts to University of North Carolina School of the Arts effective August 1, 2008.

### **Guidelines on University Teaching Awards**

These guidelines contain a summary of the steps to be taken by the constituent institutions to implement the policy amended by the Board of Governors on September 10, 2004, on University Teaching Awards.

#### **Implementation of Teaching Awards by the Constituent Institutions**

##### **I. System-wide Awards**

1. Each institution should have developed detailed, written procedures for nominating one faculty member annually to receive the Board of Governors Award for Excellence in Teaching.
2. The selection of the nominee, who must meet the eligibility criteria established by the Board, shall be made by a campus-wide selection committee.
3. The name of the institution's nominee, along with convincing supportive evidence (e.g., a portfolio), must be submitted to the President through the chancellor of the nominating institution by February 1 of each year.
4. Portfolios must include:
  - A brief written statement which articulates each finalist's teaching philosophy and methods used to achieve educational goals;
  - Copies of peer evaluation of teaching;
  - Statements by colleagues and former students of the instructor who have provided letters of support for the nominee;
  - A copy of the nominee's resume or curriculum vitae;
  - A current photograph of the nominee.
  - Other materials may be included in the portfolio at the discretion of the campus.
  - These materials will be returned to the campus after the awards ceremony.
5. The Board of Governors committee charged with overseeing the Teaching Awards process will review the documentation and recommend the names of recipients to the Board of Governors.
6. Once the selection has been made and the recipient of the annual Board of Governors Award for Teaching Excellence has been announced, a summary of the supporting documentation should be made available to all of the campus community. (The documentation could be placed in the campus library.)
7. The \$7,500 award paid to a recipient of a Board of Governors Award for Excellence in Teaching must be in addition to, and not in lieu of, any salary increases (for merit or other reasons) to which an individual recipient may be entitled.

##### **II. Institutional Awards**

1. The internal allocation of funds provided for institutional awards must be consistent with institutional procedures as required by the Board in Policy 400.3.6. Eligibility criteria for the awards on the various campuses (i.e., length of service and tenure status, etc.) are to be determined by appropriate committees at the appropriate levels.

2. Each institution must file an annual report by June 15 to the Board of Governors through the President on the internal distribution and use of these allocations for teaching awards.

### III. Evaluation of Program of Awards

The Board committee responsible for overseeing the Awards for Teaching Excellence will periodically evaluate the policy (400.3.6), revise it as appropriate, and recommend changes to these guidelines to the President as appropriate.