



The University of North Carolina

GENERAL ADMINISTRATION

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Constituent Universities
Appalachian State
University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School
North Carolina
School of Science

MEMORANDUM

To: Chancellor X

From: Bruce Mallette,
Senior Associate Vice President for Academic and Student Affairs

Date: month, date, year

Subject: 2012 Board of Governors Awards for Excellence in Teaching

This memo outlines the process for submitting your campus nominee for the 2012 Board of Governors Awards for Excellence in Teaching. Your nomination and supporting materials must be received at UNC GA **by 5:00 p.m., Wednesday, February 1, 2012.** Please send your submission to:

Kelley Gregory
UNC General Administration
910 Raleigh Road
Chapel Hill, NC 27514
kelleyg@northcarolina.edu

All campuses are required to submit their files on a DVD/ CD-ROM. Please label your nomination and supporting material files #1 through #7 to correspond with the seven items below. Please clearly mark the DVD/CD-ROM you're your campus name and campus nominee.

1. A brief written statement which articulates the nominee's teaching philosophy and methods used to achieve educational goals;
2. Copies of selected peer teaching evaluations;
3. A minimum of three (3) letters of nomination or statements from colleagues, current and/or former students, department chairs, deans;
4. The nominee's resume or curriculum vitae;

5. A current electronic photographic image (preferably a head shot) in at least 300 dpi; and,
6. A 500 word citation. The citation should include the person's exact title and department. The citation you submit will be used in preparing UNC GA's official press release. Enclosed are Guidelines for Writing an Essay about a Teaching Award Honoree for your reference and,
7. A completed Teaching Award Recipient Information Sheet. This form will be used by General Administration to prepare its press release.

After the Board of Governors approves your campus nominee at its February meeting, you will be notified so you can arrange your campus events and announcements to celebrate your recipient. Your award recipient will also be recognized during your campus' Spring Commencement ceremonies. A member of the Board of Governors will bring greetings on behalf of President Ross and the Board of Governors, and will present the award winner with an engraved bronze medallion and stipend check.

A spreadsheet to report to UNC GA on the use of your Board of Governors teaching award funds by **5:00 p.m., Friday, June 15, 2012**. Submission details and instructions for the report format will be sent to you in late spring. Any funds not awarded to your campus teaching award winners must be returned to the Board of Governors' account by 5:00 p.m., Friday, June 29, 2012.

Please contact Kelley Gregory at kelleyg@northcarolina.edu or 919-962-4612 if you have any questions about the 2012 Board of Governors Awards for Excellence in Teaching.

Enclosures: Board of Governors 400.3.6 and 400.3.6.1 [G]
Guidelines for Writing an Essay about a Teaching Award Honoree
Teaching Award Recipient Information Sheet

cc: Tom Ross, President
Suzanne Ortega, Senior Vice President for Academic Affairs
INSERT NAME, Chair, BOG Personnel & Tenure Committee
INSERT CAO or PROVOST NAME
Sandie Gravett, Chair, UNC Faculty Assembly
Bart Corgnati, Secretary of the University

Time Line for the 2012 BOG Teaching Awards

November 2011	Send emails to Chancellors requesting nominations and portfolio submissions.
December 2011	Contact campus registrars to obtain information and dates for Spring commencement ceremonies.
February 2012	<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 & Tenure Committee.</p> <p>P&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 2012	<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 2012	<p>Coordinate with Information Technology to provide information to build website for 2012 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>

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 2012 thru
June 2012

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 2012

Reports due for campuses' allocation and distribution of funds.

July 2012

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

July or August 2012

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