

ADMINISTRATIVE MEMORANDUM

SUBJECT University Teaching Awards

NUMBER 343

DATE April 29, 1994

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 reaffirmed the board's insistence that teaching is the primary responsibility of each of the 16 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 specific recommendations, including the following:

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

To carry out this recommendation, the chairman of the board appointed an *ad hoc* Committee on University Teaching Awards. The committee was given two major assignments:

- (1) to make recommendations for establishing a program of annual systemwide teaching awards to be made by the Board of Governors; and
- (2) to make recommendations concerning implementation of legislation passed during the 1993 Session of the General Assembly which called upon the Board of Governors to allocate \$250,000 from overhead receipts each year of the 1993-95 biennium for "establishing faculty awards for excellent teaching with special emphasis on those campuses that do not have such a recognition system."

The committee's report, adopted by the board on April 8, 1994, outlined the features of a systemwide teaching awards program and recommended general guidelines for the use of overhead receipts to establish teaching awards at constituent institutions in the 1994-95 academic year.

This memorandum contains the recommendations adopted by the board, followed by a summary of the steps to be taken by the constituent institutions to implement these recommendations on their campuses.

Recommendations

I. General Recommendations

- A. That the principal features of the systemwide Board of Governors' Awards for Excellence in Teaching be initiated this year and fully implemented in the 1994-95 academic year.
- B. That general guidelines be adopted this year for the establishment of teaching awards to be made at the 16 UNC campuses during the 1994-95 academic year.

- C. That a fund in the amount of \$250,000 be created this year and next year from overhead receipts with one half of the fund (\$125,000) to be used each year for a systemwide awards program and the other half (\$125,000) to be used for allocations to campuses for teaching awards.
- D. That the chairman of the Board of Governors appoint annually a Committee on Teaching Awards, consisting of at least five (5) persons, to provide coordination and oversight for the teaching awards programs.
- E. That the initial program of awards be evaluated and revised periodically.

II. Recommendations for Systemwide Awards

A. Number of Awards

There shall be a total of 16 Board of Governors' Awards annually. One recipient shall be selected from each of the 16 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 stipend of \$7,500. Presentation of the award will be made at an appropriate event to be attended by recipients and guests, members of the Board of Governors, the President and Vice Presidents of the University, and the Chancellors or their designees.

C. Eligibility for Selection

1. Any faculty member who has earned tenure 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. (General guidelines for use of the institutional allocations may provide for non-tenured faculty as well, and may have a shorter period for eligibility.)
2. No faculty member will be eligible to receive this award more than once while teaching at any UNC institution.

D. Selection Procedures and Guidelines

The selection of nominees for a Board of Governors' Award for Excellence in Teaching shall be made by campuswide committees. The name of the nominee, along with convincing supportive evidence, must be submitted to the President through the Chancellor of the nominating institution. The Board of Governors' Committee on Teaching Awards will review the documentation and recommend the names of recipients to the Board of Governors. The documentation submitted in support of a nominee should include details of the nominee's achievements and contributions in teaching.

Each institution in the UNC system is requested to develop detailed, written procedures for recommending one faculty member annually to receive a Board of Governors' Award for Excellence in Teaching. Selection procedures may vary for each campus, but, to provide some consistency across institutions and to expedite the process, the board offers the following general guidelines:

General Guidelines for Campus Selection Committees

1. Establish a campuswide selection committee and initiate the selection process early in the fall term. Establish timely dates so that the institution will be able to submit its nominee for the award before March 1.
2. Faculty, students, administrators, and alumni should be invited to nominate persons for consideration by the campus selection committee.
3. Screen nominations to identify two or more finalists to be considered for nomination by the institution for the award. All finalists must be tenured faculty members who have been at their present institution for at least seven years and who are teaching in the academic year in which they are selected.
4. Ask each finalist at the institutional level to submit a portfolio of materials for the selection committee's review. The portfolio should include, but is not limited to, the following materials:
 - A brief written statement (approx. 4 pp.) which articulates each finalist's teaching philosophy and methods used to achieve educational goals.
 - Copies of syllabi and other relevant course materials from three different courses that the faculty member has taught.
 - A summary of student ratings of courses that have been evaluated over the previous two years.
 - Copies of any peer teaching evaluations that may be available.
 - A copy of the nominee's resume or curriculum vitae.
 - Names of two or three colleagues and of former students of the instructor from whom the selection committee may request letters of support.
5. The selection committee may also collect additional data on each finalist's teaching effectiveness, including evidence such as:
 - Videotaping of classes.
 - Direct classroom observation by committee members.
 - Telephone surveys of alumni and of students currently enrolled in the instructor's classes.
6. The name of the institution's nominee, along with the supporting portfolio, must be submitted by the Chancellor to the President of the University by March 1.
7. 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.) This is to assure students, faculty, and alumni that the selection committee's decision was based solely upon a record of accomplishments over a sustained period of time, and that the recipient has indeed demonstrated excellence in teaching.

III. Recommendations for Allocation of Funds to Establish Teaching Awards at the Institutions

To implement the recent legislation (Chapter 321, Part 15, Sec. 89 (c) of the 1993 Session Laws), the committee recommends the following:

- A. That a total of \$125,000 from overhead receipts be allocated each year of this biennium to the 16 constituent institutions to establish additional faculty awards for teaching excellence.

- B. That special emphasis be given to the smaller institutions with more limited resources and to those institutions which do not currently have teaching awards.

In keeping with this objective the following seven institutions should be allocated \$9,500 each: Elizabeth City State University, Fayetteville State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, University of North Carolina at Asheville, and Winston-Salem State University, with the other nine constituent institutions being allocated \$6,500 each for teaching awards.

- C. That the internal allocation of these funds by the institutions be consistent with the following general guidelines:
1. These funds shall be in addition to, and not in lieu of, those resources already used for teaching awards at the institution.
 2. Careful consideration must be given to filling gaps in the current system of awards, i.e., to establishing a campuswide award where there is none and school/college awards where there are none. Awards may also be established at division or departmental levels where feasible and appropriate.
 3. Individual teaching awards made from these allocations should range from a minimum of \$250 to a maximum stipend of \$2,500 per recipient.
 4. The first awards using these new allocations are to be made in the 1994-95 academic year.
- D. That each institution file an annual report to the Board of Governors through the President on the internal distribution and use of these allocations for teaching awards.
- E. That these allocations be reviewed and reassessed biennially.

Implementation of Teaching Awards by the Constituent Institutions

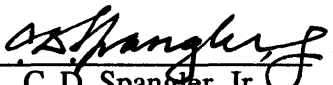
Systemwide Awards

1. Each institution should develop detailed, written procedures for recommending one faculty member annually to receive a Board of Governors' Award for Excellence in Teaching. Selection procedures may vary for each campus, but should be consistent with the "General Guidelines for Campus Selection Committees" adopted by the board. Some institutions have well-established and satisfactory mechanisms already in place which, with slight modifications, could be utilized both for the Board of Governors' systemwide awards and for campus awards. The written procedures for recommending a recipient for the Board of Governors' Award must be submitted to the President for review by October 1.
2. The selection of the nominee, who must meet the eligibility criteria established by the board, shall be made by a campuswide selection committee. 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 March 1.
3. Once the selection has been made, and the recipient of the annual Board of Governors' Award for Excellence in Teaching has been announced, a summary of the supporting documentation should be made available to all of the campus community.

4. The \$7,500 stipend paid to a recipient of a Board of Governors' Award for Excellence in Teaching is a one-time stipend. Such an award 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.

Institutional Awards

1. The internal allocation of funds provided for institutional awards must be consistent with the general guidelines established by the board. 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 to the Board of Governors through the President on the internal distribution and use of these allocations for teaching awards. The report should be submitted by June 15.


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cc: Chief Academic Officer