

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section IV – Personnel

SUBJECT: OUTSTANDING EDUCATOR OF THE YEAR AWARD

REVIEWER: Provost

I. POLICY

To recognize and reward excellence in teaching, educational innovation, student motivation and mentoring, and contributions to the academic community, the college may recognize one outstanding educator each year. The person selected as outstanding educator of the year will receive a cash gift, recognition with a press release and a plaque at the college, and will lead the faculty processional at graduations occurring in the ensuing 12-month period.

II. PROCEDURE

A. Nominee Eligibility Criteria

Nominated individuals must have met the following criteria to be eligible for the award:

1. Actively engaged in teaching one or more courses at the college within two of the prior three academic terms.
2. Demonstrated excellence in teaching by achieving teaching evaluation results above the college's 4.0 quality benchmark.
3. Demonstrated innovation in curriculum development, delivery and assessment methods.
4. Demonstrated academic leadership and skill in motivating and mentoring successful student performance.
5. Demonstrated effective communication with students, colleagues and other academic constituencies.
6. Demonstrated support for the college mission.
7. Demonstrated leadership or service in academic communities, the local community, or in professional organizations.

B. Nomination Process

1. Nominations may come from faculty members, college or program administrators, students, or alumni.
2. Nominations may be submitted on the Nomination Form: Outstanding Educator, or may be submitted via email to the provost. Email nominations should contain the same information as outlined in the nomination form as follows:

In 500 words or less, describe the reasons for the nomination. Specific concrete description of each of the following is encouraged:

- a. Effective, innovative teaching methods.
 - b. Innovation in curriculum development, delivery, and assessment methods.
 - c. Academic leadership and skill in motivating and mentoring successful student performance.
 - d. Effective communication with students, colleagues and other academic constituencies;
 - e. Support for the college mission.
 - f. Leadership or service in academic communities, the local community, or in professional organizations.
3. The nomination may include additional evidence as applicable, such as honors and awards related to teaching and professional or community services.
 4. Nominations must be approved by the manager of the nominee's primary academic unit via signature on the nomination form, or, if the manager is the nominee, by the provost.

Approval of a nomination does not necessarily constitute endorsement of the nominee's selection, but assures there are no secondary considerations that would preclude the individual's eligibility. In approving a nominee for consideration, the manager or provost verifies that the candidate has actively engaged in teaching one or more courses at the college within two of the prior three academic terms; has not tendered an active transfer request or resignation, and is not under any disciplinary action or mandatory performance improvement plan.

5. Nominations must be submitted to the college provost by *March 15* of each year.

C. Selection and Recognition Process

1. Nominations are submitted to the provost by *March 15* of each year for consideration by the CCHS Board of Directors. When there are more than three nominations, the college *leadership team* narrows the field to three candidates for presentation to the board. *In the case of a tie, president's council identifies the three final candidates for presentation to the board.* Selection should be based primarily on the six criteria identified above, but the weighting of each criteria, or the merit of additional considerations, is at the discretion of the board.
2. Only one faculty member will be recognized for this distinction each year. If there are no nominations, or if the board does not recognize sufficient evidence of excellence, no award will be presented.
3. The winner will receive a \$500 cash honorarium and a framed certificate. The recipient's name will be placed on a plaque displayed in the lobby area of the college. Notice of the recognition will be placed in the college's student newsletter, the alumni newsletter, and One Voice. CHS's marketing department will be asked to communicate the information to The Charlotte Observer and other relevant local media. The honoree will wear a special medallion at all graduations occurring in the succeeding 12 months and will lead the faculty processional at those graduations.

D. The Outstanding Educator of the Year policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____