

The General Assembly has provided monies to reward superior faculty who go above and beyond the expected levels of delivering instruction and improving educational excellence as demonstrated by student outcomes. Instructors in curriculum, occupational extension, and basic skills programs will be eligible for this award. Award recipients will receive a travel allowance that will be used for approved professional development activities, instructional supplies and/or equipment needs for a specific program or academic improvement project, which is provided by the General Assembly.

The criteria for determining excellence in teaching will include:

- ❖ Ability to provide quality instruction and effective Active Learning;
 - Innovation in Active Learning techniques in the classroom;
 - Ability to lead, motivate, and engage students in the Active Learning process;
 - Ability to relate to and interact with students.
- ❖ Ability to provide quality instruction through the use of Technology to support Active Learning:
 - Use of presentation software;
 - Web enhanced (Group projects, and discussions);
 - Interactive Instructional Aids;
 - Use of innovative technology in classroom teaching.
- ❖ Support the total mission of the College and NC Community College System:
 - Leadership beyond the classroom on campus to include all non-teaching duties such as curriculum development, lab facilities management, new course development, club leadership, etc.
 - Leadership in the local community with particular emphasis placed on activities, on behalf of or resulting from, employment with the college.
 - Leadership in professional groups.

Eligible:

Any full-time faculty member teaching at least 9 contact hours per semester per year (most recent fall and spring semesters). Recipients from the two previous years may not be nominated for an Excellence in Teaching Award. Any part-time instructor who has taught at least 18 contact hours (most recent fall and spring semester) and has been employed with Rowan-Cabarrus Community College for at least 3 consecutive years may also apply or be nominated for an Excellence in Teaching Award. Members of the selection committee may not be nominated or provide nominations for other candidates.

- ❖ **Nominations:** Anyone may nominate a faculty member by completing the nomination form with the description (brief paragraph) of how the nominee meets the criteria and the outcomes that demonstrate the criteria has been met. Nominees may fall into any or all three categories: 1) Active learning, 2) Use of technology in instruction, and/or 3) Mission to the college. You may nominate more than one person, but may not nominate the same person more than once. Nominations will not be accepted without the description. Self nomination will not be accepted.
- ❖ Each candidate will submit a portfolio containing the following:
(PORTFOLIO MUST BE SUBMITTED IN AN ELECTRONIC FORMAT)

If you need assistance with submitting your portfolio in electronic format please contact: Karen Lynden, Instructional Technologies Resources Coordinator: ext. 3642.

- Self-evaluation based on above criteria (Limited to two typed double-spaced pages);

- Philosophy of teaching (Limited to one typed double-spaced page);
 - Sample evaluation instruments, projects, retention strategies, etc., from current academic year;
 - Evidence of innovation in instruction (i.e. use of technology, methods of addressing alternative learning styles or teaching methodologies);
 - Part-time Faculty will also have their program head fill out the attached Part-time Faculty Evaluation form.
- ❖ Upon receipt of portfolio, the Academic Programs Office will add the following materials to the committee for review:
- Student evaluations (Spring 09/Fall 09);
 - Program Head's Input for Excellence in Teaching form;
 - Nominator evaluation based on above criteria (Limited to two typed double-spaced pages);
 - Annual performance evaluation (Current review period);
 - Completed Part-time Faculty Evaluation form.
 - Video of Classroom/Lab Performance
 - Student Poll
- ❖ The review committee will be responsible for selecting the award recipients. The committee will systematically gather other information and evidence, in addition to the portfolios. The committee's responsibilities are as follows:
- Perform class observations which may be conducted via video. These will be unannounced observations.
 - Conduct a student poll to gather information from the student body on the confirmed nominees. The student poll results will be used to assist in awarding the recipient with additional recognition.
 - Select four recipients to receive additional recognition according to their area of best performance.
 - **Active Learning** - Ability to provide quality instruction through the use of Active Learning
 - **Technology** - Ability to provide quality instruction through the use of Technology to support Active Learning
 - **Service to the College** - Support the total **Mission of the College** and North Carolina Community College System
 - **Outstanding Excellence in Teaching** - Overall best performance in all of the above three categories. Top ranked full-time applicant. This person will also be the college's representative and nominated for the North Carolina Community College System's RJ Reynolds Excellence in Teaching Award.
- ❖ Selection Committee:
- Non-applicant Faculty Association Representative (President, Vice President, Secretary-Treasurer, Parliamentarian, or Members of the Executive Committee arranged in alphabetical order)
 - Student Government Association President or representative
 - Two former non-applicant Excellence in Teaching Nominees (drawn by lot from previous years' award winners)
 - One Academic Dean and one Support Dean on a rotating schedule
 - Academic Deans scheduled respectfully
 - Health & Public Services Technologies
 - Liberal Arts & General Education
 - Information Technologies
 - Science, Biotechnology, & Mathematics
 - Support Deans scheduled respectfully
 - Instructional Technologies
 - Pre-College Studies
 - Learning Resource Center

- Two representatives from Student Services on a rotating schedule
 - Student Services Directors or representatives of:
 - Counseling and Financial Aid
 - Records and Admissions
 - Placement and Scholarship

❖ Recipient Evaluation and Selection Process:

The selection committee will select up to ten Excellence in Teaching award recipients, up to eight (8) full-time and as many as, but not limited to, two (2) part-time individuals. Each confirmed nominee will be evaluated on a points system. The top ten scoring instructors will receive the awards with a minimum of two part-time instructor recipients. The evaluation instrument has been divided into three categories. Each category and associated points values are as follows: **Total of 100 points**

- Portfolio (**35 pts**)
- Performance (**30 pts**)
 - Performance Evaluation
 - Program Head Input form
 - Nomination Form Feedback
- Instructor Observation (**35 pts**)
 - Video of Classroom/Lab performance
 - Student Focus Groups
 - Student Poll

The student poll will be conducted by the Student Government Association. To ensure the integrity of the poll, an official student roster will be used to identify students and their eligibility to participate in the poll. There will be one day on each campus that which students will have the opportunity to participate. Students may participate in the poll on any campus, but can only give input once.

Each committee member will evaluate nominees in each area and an average score for each category will be calculated for a final score. The student focus groups and Student Poll are calculated from the student's responses.

The nomination campaign will begin on **November 16, 2009**. All nominations must be submitted by **December 14, 2009**. All nominees will be notified of their nomination via mail by **December 18, 2009**. Declaration of intent to accept the nomination must be returned to Academic Programs Office by **January 15, 2010**. There will be a campus student poll **January 22 – February 26, 2010**. The completed portfolio must be submitted to the Blackboard by 5:00PM on **March 15, 2010**. The selection committee will meet between **March 15 and April 9** to select up to ten Excellence in Teaching Award recipients, up to eight (8) full-time and as many as, but not limited to, two (2) part-time individuals. The top-rated full-time applicant will be chosen as RCCC's nominee for the 2010 NCCCS/RJ Reynolds award. RCCC award winners will be recognized at graduation. Contingent upon availability of funds, each award recipients will receive a travel allowance that will be used for approved professional development activities, instructional supplies and/or equipment needs for a specific program or academic improvement project, which is provided by the General Assembly. The amount of the award will be determined each year based on state appropriations.