

James E. Hunter Excellence in Teaching Award

The James E. Hunter Faculty Excellence in Teaching Award was established in 1995. It is supported with funds donated by Mrs. James E. Hunter and family in honor of the Reverend Dr. James E. Hunter. Dr. Hunter served as a member and as Chairman of the Board of Trustees. This annual award serves as evidence that Claflin University understands and values the significant role its faculty play in helping its students achieve their educational objectives.

Process:

Each year, during the first week of March, the office of the Provost issues a “Call for Nominations” for the James E. Hunter Excellence in Teaching Award. This call goes out to the Claflin University faculty. Faculty members may be self-nominated or nominated by their chair, dean or by another colleague. The faculty member nominated must submit their application, along with their portfolio for that year, to the office of Provost by the April 15th deadline.

All nominations are reviewed and screened by the James E. Hunter Excellence in Teaching Award Committee. Each of the criteria, based on performance and depth of information pertaining to the nominee, is ranked by the committee. The committee recommends to the President the nominees whose performance best exemplify the criteria set forth by the award category.

Criteria:

Eligible faculty may be nominated or may apply directly for the James E. Hunter Excellence in Teaching Award for outstanding performance over the period April 1, through March 31, of the previous year. As a part of the process, applications should document the nominee’s commitment to the Faculty Excellence Vision Statement and the Faculty Expectations as enumerated in the current Faculty Handbook. Specifically, applications will demonstrate that nominees exhibit excellence in:

- a. Knowledge of current developments in one’s field
- b. Mastery and growth in the area of teaching
- c. Ability to use effective and varied teaching methods and strategies
- d. Evidence of continuous professional growth and development
- e. Stimulation of students to reach their potential
- f. Interest and understanding of welfare and student development

- g. Dedication to student advisement and mentoring
- i. Commitment to Claflin's Guiding Principles

Along with the application/nomination form, applicants must submit their Performance Portfolio documenting their achievement in the following areas:

I. Effective Teaching and Advising

Evidentiary documents for this section may include, but are not limited to: 1) Copies of student and peer evaluations; 2) copies of syllabi, handouts, exams, and other supplementary materials used in each course taught; 3) copies of letters citing recognition of teaching excellence; 4) copies of student work, *etc.* Other supplementary materials may indicate integration of writing, critical thinking and technology within each course and the results of such integration.

II. Research and Grantsmanship

Evidentiary documents for this section may include, but are not limited to conference programs and agendas, copies of publications, copies of publications in review, evidence of grant proposals submitted and/or funded, etc.

Evidence of art exhibitions and concert recitals will also be considered in this section.

III. Service to the University and the Community

Evidentiary documents attesting service to the University may include, but are not limited to minutes of meetings, agendas of meetings, letters of appointment to committees, advisors to campus organizations, and programs indicating involvement and leadership in campus activities.

Evidentiary documents attesting service to the community should include but not be limited to letters of appointment/membership/election to local, regional or national organizations, programs or events and other documents noting participation in campus programs having community impact.

Faculty are expected to show a measure of involvement in service to the University and significant community outreach activities consistent with their academic disciplines.

IV. Faculty Development

Evidentiary documents for this section may include records of participation in on-campus or off-campus faculty development activities.

V. Additional Achievements

The final section may contain documents which sustain or add to the faculty member's performance. This may include local, regional or national recognition, consulting, editorial appointments, etc.

Note: The introductory section of the application may be a narrative summary of a faculty member's achievements for a particular year.

Eligibility:

Before a faculty member can become a nominee for the James E. Hunter Excellence in Teaching Award, he/she must be, at the minimum, in the third year of consecutive employment at the University holding the academic rank of Assistant Professor or higher. Department chairs who meet the "time at Claflin" requirement are also eligible to apply.

Nomination:

Nominations can be self-nomination, co-worker nominations, immediate supervisor nominations and Academic Deans. All nominations must be submitted in writing with supporting documentation. Each nomination may include up to three endorsements from other University faculty who are qualified to assess the nominee's performance. The attached nomination form, with all necessary signatures, must accompany the supporting documents and the Performance Portfolio for the recommendation to become a nomination. All completed nominations and supporting documents for the James E. Hunter Excellence in Teaching Award must be returned to the Office of Provost, Suite 9, Tingley Hall by April 15th.

Selection:

All nominations are reviewed and screened by the James E. Hunter Excellence in Teaching Award Selection Committee. Each of the criteria based on performance and depth of information pertaining to the nominee is ranked by the committee. The committee recommends to the President the nominees whose performance, based on written recommendation, best exemplifies the criteria set forth by the award category.

The committee uses the following process, modeled after national peer award review practices, to make recommendations to the Office of the President for the award:

Summary of Deliberative Process for Recommendation Rankings

The Committee uses a 100 point rubric to score each nominee's portfolio for performance in teaching, research, service and professional development during the period from April 1, through March 30, (the period defined for the current year's faculty performance portfolio). The points are assigned as follows:

Teaching Excellence	0 – 60 points
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Research/Scholarship/Grantsmanship	0 – 15 points
Service to College and Community	0 – 10 points
Professional Development activities	0 – 10 points
Other accomplishments	0 – 5 points
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Total Points to be earned	100

The scores of the reviewers are averaged. The resulting numerical rankings are discussed to determine whether the objective assigned scores truly reflected the opinion of the committee as to the true relative merit of the applications. Once the committee agrees that indeed the ranked scores reflect the summative opinion of the committee as a whole. The rankings are submitted based on those average scores.

Notification:

All nominees will be recognized formally at the annual Rewards and Recognition Luncheon in May. In addition: the recipient of the James E. Hunter Excellence in Teaching Award will be presented a framed certificate and a check in the amount of \$1,000 at that year's Commencement ceremony.

CLAFLIN UNIVERSITY
APPLICATION/NOMINATION FORM
DR. JAMES E. HUNTER FACULTY EXCELLENCE AWARD

Name of Nominee/Applicant

Submitted by Date

Signature of Nominee's Supervisor
(optional)

Signature of Appropriate Vice
President

Number of years nominee has been employed at Claflin University _____.

Please attach supporting data.

Due Date: April 15