

## **Exemplary Teacher Award presented by the General Board of Higher Education and Ministry of the United Methodist Church**

Presented by the General Board of Higher Education and Ministry of the United Methodist Church, the Exemplary Teacher Award is for excellence in teaching, civility and concern for students and colleagues, commitment to value-centered education, and service to students, the institution, the community, or church.

### **Process:**

Each year, the office of Provost issues a “Call for Nominations” for the United Methodist Church Exemplary Teacher 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 15<sup>th</sup> deadline.

All nominations are reviewed and screened by the United Methodist Church Exemplary Teacher 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 United Methodist Exemplary Teacher Award for outstanding performance over the period April 1, through March 31, of the previous year. Applications should document the faculty member’s commitment to the Faculty Excellence Vision Statement and the Faculty Expectations as they are enumerated in the current Faculty Handbook. Specifically, all applications will demonstrate that nominated faculty:

- a. are effective teachers and advisors
- b. are engaged in scholarly activities
- c. render service to the University and the community
- d. are systematically involved in faculty development

Annual Performance Portfolios should accompany the application/nomination form to document faculty excellence 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 United Methodist Church Exemplary Teacher 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 United Methodist Church Exemplary Teacher Award must be returned to the Office of Provost, Suite 9, Tingley Hall by April 15<sup>th</sup>.

**Selection:**

All nominations are reviewed and screened by the United Methodist Church Exemplary Teacher 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 nominees 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
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 Awards and Recognition luncheon. The United Methodist Exemplary Teacher Award recipient will be presented a framed certificate and a check in the amount of \$500 at the Honors and Awards Convocation.

CLAFLIN UNIVERSITY  
APPLICATION/NOMINATION FORM  
UNITED METHODIST EXEMPLARY TEACHER 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**

