**Board of Governors Award for Excellence in Teaching**

**Western Carolina University**

The Board of Governors Award for Excellence in Teaching was created in 1994 to encourage, identify, recognize, reward, and support excellence in teaching within the university.  A cash award ($12,500) and a bronze medallion created especially for the award are given to sixteen recipients, one from each institution in the University of North Carolina System. The Director of the Coulter Faculty Commons (or its representative) will convene a committee to select the award recipient, act as recorder, and report the committee's recommendations to the Chancellor or the Chancellor's designee.

# Eligibility

Eligibility for the Board of Governors Award for Excellence in Teaching at Western Carolina University includes earned tenure and employment at Western Carolina for at least seven years; demonstrated excellence in teaching for a sustained period; and teaching in the academic year selected. The winning faculty member is eligible to receive the Board of Governors Award only once. Faculty members on scholarly leave are eligible but will still need to be observed in a teaching setting.

If a person is nominated in the same academic year for both the Board of Governors Award in Excellence in Teaching and the Chancellor's Distinguished Teaching Award, and if the person is named the recipient of the Board of Governors Award, the person will not be eligible to receive the Chancellor's Distinguished Teaching Award that academic year.

# Nomination Process

There are two means by which a person can be nominated for the Board of Governors Award:

1. The following persons will be automatically nominated for the Board of Governors Award if they meet eligibility requirements: (1) all eligible recipients and finalists for the Chancellor's Distinguished Teaching Award over the previous three years, (2) all eligible recipients of college-wide teaching awards over the previous three years, and (3) finalists for the Board of Governors Award who were not recipients of this award over the previous three years.
2. All faculty members (including Deans) and alumni may nominate an eligible faculty member for the Board of Governors Award. To be considered in the pool of nominees, a person must receive at least two nominations.

Nominees will be notified of their nomination and provided guidelines and submission information during the first week of September. Nominees’ teaching statements are due by the end of September.

**Acceptance of Nomination**

Each nominee will accept the nomination by submitting a written statement to the Board of Governors Award committee by the end of September. The statement is not to exceed 1,000 words. This limit is strictly enforced; excessively long statements will not be considered. The statements will be used to select three finalists for the Board of Governors Award for Excellence in Teaching.

Each nominee's statement must address, but is not limited to, the following items:

1. Describe your growth and development as a teacher and how your growth has manifested itself over your teaching career.
2. Identify what you have done with students that enables them to grow and learn beyond the classroom.
3. Describe how you keep yourself vital and energized in your teaching and work with students.

# Selection of Finalists

The Board of Governors Award committee will read the nominees' statements for evidence of sustained effectiveness as an educator, demonstrated growth as a teacher, contributions to students' development, and maintenance of personal and professional commitments to teaching. Based on the nominees' written statements, the Board of Governors Award committee will select three finalists. Finalists will be notified of their selection by the committee chair shortly after Fall Break.

# Evaluation of Finalists

## Classroom Observations

Each of the committee members will attend one class taught by each of the finalists. The classrooms visits should be completed before Thanksgiving week.

## Portfolios

Each finalist will develop a portfolio that best represents her/his growth and progress as a teacher over time. The portfolio should be submitted to the committee the week before Thanksgiving.

Portfolio guidelines:

* Total portfolio page range = 50 to 75
* As a guide, the portfolio can include, but is not limited to, the following materials:
  + A brief written statement which articulates one's teaching philosophy and methods used to achieve educational goals.
  + Copies of writings and presentation materials directed toward teaching.
  + Letters of support by former students of the instructor.
  + Sample copies of syllabi and tests developed over time.
  + Summaries of student evaluations from all courses evaluated over the past five consecutive years.
  + Participation over time in professional development activities (e.g. seminars, workshops) to improve teaching.
  + Curriculum vitae.
* The portfolio must also include a current professional photograph of the nominee (a separate file in image format, .jpg or .png, which would be included in a final packet submitted to Raleigh for publication purposes if the finalist is selected)

## Interview

After each committee member has reviewed the finalists' portfolios, the committee will interview each finalist. Prior to the interviews, the committee may request additional documentation from the finalists. Interviews will be conducted the week after Thanksgiving.