**Southern Oregon University Distinguished Teaching Award**

The Southern Oregon University Distinguished Teaching Award honors SOU faculty for their accomplishments in teaching, engaging and inspiring students, and dedication in serving as a mentor, advisor, and/or role model for students.

**Award**

Up to four awards will be given on an annual basis. If there are no qualified candidates, then an award is not given that year.

Award includes a certificate, plaque and a $500 honorarium and may include a graduation regalia stole. The awardees’ names will be added to the Distinguished Teaching plaque displayed in Churchill Hall.

Awardees (no speeches) are to be recognized by the Selection Committee Chair or committee designee at the End-of-the-Year Breakfast. A brief summary of each awardees’ qualifications will be presented. Awardees will be given a certificate at the Breakfast, however, awardees are not required to attend the Breakfast.

Awardees (no speeches) are to be recognized by the Provost at that year’s Commencement Ceremony. A brief summary of each awardees’ qualifications will be presented. Awardees will be given a plaque at the Ceremony, however, awardees are not required to attend Commencement.

Additional recognition opportunities may include, but are not limited to, SOU Foundation commencement activities, SOU Board of Trustees and ASSOU meetings, and the Raider Academy Awards Ceremony.

The awardees’ names and pictures may be submitted to the Siskiyou and the Alumni Newsletter.

**Eligibility**

All professorial, professional, yearlong, and term-by-term faculty employed at SOU for a minimum of five years (consecutive years not required) are eligible to receive the Distinguished Teaching Award. Example- after a faculty member finishes five years of service they are eligible to be nominated for the award in their sixth year. Teaching instruction can be face-to-face and/or delivered online. Assessment of a candidate’s submission materials will take into consideration a candidate’s career stage and appointment type. Additionally, committee members will observe the top candidates’ classes.

A candidate must not have received SOU’s Distinguished Scholarship Award within the last 10 years. After 10 years, a prior recipient will again be eligible and may reapply.

**Nomination Process**

Faculty Senate Chair will send out a call for nominations

Faculty colleagues and self-nominations accepted

Nominations are not accepted from students, staff, or administrators

Nominations must be submitted to the Faculty Senate Chair who will then inform each candidate of their nomination and provide them the name of their nominator

Candidate must inform the Faculty Senate Chair of his/her acceptance of the nomination by the posted deadline

Faculty Senate Chair will inform each Division Director of the faculty in their division who have accepted their nomination for the Distinguished Teaching Award

**Submission Packet**

All materials must be submitted via email to the Executive Assistant to the Provost by the posted deadline. The Executive Assistant to the Provost will alert the candidate and their nominator when a complete packet has been submitted.

If a complete packet is not submitted by the posted deadline, the candidate will not be considered for that award year. A packet is considered complete when all required materials meet the criteria noted herein and have been submitted on time.

Packets remain active for a total of three consecutive years and may be updated during each submission period. The Executive Assistant to the Provost will contact former candidates regarding packet updates.

**To be submitted by the Division Director:**

Required: Verification Form (see attached form) confirming that the candidate meets the Southern Oregon University Distinguished Teaching Award Eligibility Requirements and meets the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student learning experience surveys.

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**To be submitted by the Candidate:**

Required: Candidate’s email address, winter term teaching schedule, and syllabi from all winter term courses

Required: A curriculum vitae that notes the candidate’s educational and professional background, area of expertise, and current position at SOU, and focuses on a listing of the candidate’s teaching-related activities while a faculty member at SOU, e.g. course development, teaching methodologies, and mentoring efforts.

Required: A statement by the candidate describing their teaching philosophy and their goals and activities regarding teaching and student engagement. It is recommended that the candidate consider the selection criteria when crafting their teaching philosophy. The teaching philosophy statement must be no longer than two pages, 1.5 spaced with a 12 point font.

Required: Please select ONE of the following Classroom Teaching observation options

* **Option 1**: Most recent Colleague or Chair Evaluation, within three years OR
* **Option 2**: Classroom visit by Faculty Development Committee. Committee members will attempt to attend different courses, days, and times, as agreed upon with the candidate. The candidates will be notified, in advance, of the specific class, day, and time that committee members will be attending. Committee members will observe the candidate’s class for a minimum of 50 minutes, record their observations, and share them with the larger committee.
* **Option 3:** Alternatively, applicants may submit a video of themselves teaching an online course through SOU. The video should not exceed 1 hour 50 minutes and must be from the past three years.

Required: Please select ONE of the following items to include in your submission packet

* **Option 1**: List of names and contact information of former students who are SOU graduates. Candidate to submit up to eight student names and contact information to the Faculty Development Committee no later than Monday, Week 9 of Fall Term. The Faculty Development Committee will contact these former students and offer them the opportunity to submit a letter of support on behalf of the candidate
* **Option 2:** Excerpts from any previous SLES (Student Learning Experience Survey) within past three years, and an accompanying narrative explaining the context of the excerpts.
* **Option 3:** Examples of student work that demonstrates their learning experience(s), progress, and growth, accompanied by a narrative explaining how student progress and outcomes of the work are demonstrated in the examples.
* **Option 4:** Sharing Moodle sites they have designed (for up to 2 courses), accompanied by a narrative describing the attributes in the sites that exemplify their teaching.
* **Option 5:** Evidence of high impact learning practices, such as community engagement and service-based learning. Evidence may take the form of photos, video, short narrative, lesson plans and/or a portfolio of learning activities.

**To be submitted by the Nominator:**

Required: Nominator’s letter highlighting evidence and impact of candidate’s teaching activities. Letter must include letter writer’s email address and be no longer than two pages, 1.5 spaced with a 12 point font.

*If self-nominated, candidate must include an additional letter of support from a colleague familiar with the candidate’s teaching efforts and effectiveness*

Required: One letter of support from a colleague familiar with the candidate’s teaching efforts and effectiveness. Letter must include letter writer’s email address and be no longer than two pages, 1.5 spaced with a 12 point font.

*Nominators are encouraged to follow up with their candidates regarding submission deadlines and to identify a colleague that the nominator, on behalf of the candidate, can request a letter of support from*

Timeline (submission of materials via Activity Insight):

Fall Term- WEEK 9- FINAL DEADLINE FOR SUBMISSION OF PACKETS AFTER WHICH APPLICATIONS WILL NO LONGER BE CONSIDERED

Fall Term:

Faculty Senate Chair via Activity Insight

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| Week 1 | Call for nominations |

Fall Term:

Nominator or Self-Nomination to Activity Insight

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| Week 3 | Submission of nominations |

Fall Term:

Faculty Senate Chair via Activity Insight

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| Week 4 | Contact candidates and inform them of their nomination and name their nominator. |

Fall Term:

Candidate via Activity Insight

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| Week 5 | Candidates inform the Faculty Senate Chair of their acceptance or declination of the nomination. |

Fall Term:

Nominator or Division Director if Self-Nomination via Activity Insight

Faculty Senate Chair via Activity Insight

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| Week 6 | Nominator or Division Director if Self-Nomination, will contact the candidate and inform the Faculty Senate Chair of their acceptance or declination.  Faculty Senate Chair via Activity Insight via Activity Insight will notify nominators of their candidate’s acceptance or declination.  The Faculty Senate Chair will submit a list of accepted nominations to the Executive Assistant to the Provost and the Division Directors. |

Fall Term- WEEK 9 FINAL DEADLINE FOR SUBMISSION OF PACKETS AFTER WHICH APPLICATIONS WILL NO LONGER BE CONSIDERED

Nominator or Division Director if Self-Nomination

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| Week 9 | Deadline for submission of completed packet to the Executive Assistant to the Provost (ALL materials are to be submitted to the Executive Assistant to the Provost via Activity Insight. The Executive Assistant to the Provost will inform each candidate and their nominator or Division Director when the packet is complete). |

Winter Term:

Executive Assistant to the Provost

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| Week 2 | Forwards completed packets to the Faculty Development Committee, who sets up Committee meeting times, and develops a schedule of observation times for candidates’ classes. |

Spring Term:

Faculty Development Committee Chair or Committee Designee

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| Week 2 | Submits names of awardees to the Faculty Senate and provides a brief summary of each awardees’ qualifications.  Faculty Senate vote of approval. |

**Selection Criteria**

Demonstrates evidence of one or more of the following:

● Sustained excellence in teaching and/or mentoring engagement Innovation in teaching and learning strategies

● Creating a culture that encourages student inclusion, learning, and growth **Selection Process**

The Executive Assistant to the Provost will distribute the candidates’ packets to the Faculty Development Committee and the committee will conduct a review of the materials.

The committee will identify the top candidates and a minimum of two committee members will visit each candidate’s class if the classroom visit option is selected. In addition, the committee may elect to record each candidate’s class to allow all members of the Committee an opportunity to observe all candidates.

The committee will select the awardees and the Chair will communicate the committee’s decision to the candidates.

The Committee Chair or committee designee will present the names of the awardees and a brief summary of each awardees’ qualifications to Faculty Senate. Upon approval of the awardees by Faculty Senate, the Committee Chair will submit the names of the awardees and a brief summary of each awardees’ qualifications to the Provost, the Executive Assistant to the Provost, and the University Registrar.

The Executive Assistant to the Provost will prepare the certificates for the End-of-the-Year Breakfast and order the plaques for the Commencement Ceremony.

**Division Director Teaching Award Verification Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Candidate):

\_\_\_\_\_\_\_\_ meets the Southern Oregon University Distinguished Teaching Award Eligibility Requirements

\_\_\_\_\_\_\_\_ does not meet the Southern Oregon University Distinguished Teaching Award Eligibility Requirements

\_\_\_\_\_\_\_\_ meets the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student learning experience surveys and/or the candidate’s FPARs

\_\_\_\_\_\_\_\_ does not meet the Academic Faculty Bylaws requirements for teaching effectiveness (5.261) as “Very Good” or “Outstanding” as reflected in the most recent two years of student learning experience surveys and/or the candidate’s FPARs

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Division Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Division Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)