

Policy on Distinguished Teacher Award

First Policy Approval Date	21 May 2011
Policy Executive Order	EO0091
Policy Owner	Human Resources Department/Academic Affairs
Policy Author	Dr. Owen Francis Cargol
Version	V1.2
Last Modified/Revised	21 April 2016, by University Council and with the President's approval
Effective Date	1 May 2016
History	<p>The President desired to resume the teacher of the year award and instructed the UC members to draft a related policy on it to clarify the requirements and qualifications for candidates including the form and rubric scoring for assessment (see UC minutes of meeting on 4/4/2016). The reviewed and discussions has been done by the UC members and the policy has been approved by the council. The policy has been recommended to implement on the coming academic year. The policy has been signed and authorized by the President on 1/5/2016, (V1.2). The policy has been distributed to the related colleges, faculty and shared to all department for awareness.</p>

Part of the educational program at YU is to encourage the highest standards of professionalism on the part of the faculty and staff, and to recognize and reward such both through contractual and informal actions. As such, the University annually awards to at most one faculty member the Distinguished Faculty Award in recognition of:

- Superior teaching and learning enthusiasm in the classroom
- Superior academic preparation and scholarship.
- Superior advising
- Adherence to University Policies and Procedures
- Superior contributions to the Department, College and University
- Cooperation with colleagues and the administration

This policy will take effect as of the start of Fall Semester 2016, and requires that the Deans/Unit Heads of the respective units:

- 1- solicit nominations from faculty in their colleges/units;
- 2- solicit nominations from students within their colleges/units;
- 3- create a committee of faculty and students from their colleges/units to review the nominations (and secure any additional information required in order to make the selections, i.e. student evaluations, administrative evaluations ,etc.);
- 4- select three finalists in each college/unit and send the nominations to the University Council and President for final selection;

The nominees and winners' names will be kept secret and announced at Commencement, where the winners will be called to the stage to receive their award certificate/plaque and other monetary award by the University President.

Procedure

1 – February 1, the respective Dean or Unit Head calls for self- or staff, faculty and student nominations of faculty to receive the award, AND appoints a committee of faculty (and students if possible) to review the **confidential** nominations and collect the required information necessary for the committee to make a selection, i.e. student evaluations, administrative evaluations, etc. with a deadline of Thursday of the third week of February for nominations to be received by the Dean or Unit Head.

The committee may consider written memos or emailed nominations of any length and complexity; no forms are required, although the nominators should provide enough information about the nominee to assist the committee in making informed judgments, explain why the nominee is deserving of the award, and attach any supporting evidence they choose to support their nomination.

2 – The committee will meet the last week of February to select their nominee(s), and make their recommendation to the Dean and College Council.

3 – By the first Thursday in March, the Dean or Unit Head will submit the names (w/attachments) to the President for review and approval by the University Council.

4 – The University Council will review the nominees and make its recommendation to the President who will make the awards at the Commencement or other appropriate gathering in lieu of the Commencement (if the timing does not otherwise workout). Recipients will receive a certificate/plaque and a monetary award.

Exceptions


The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by the University President.

Reviewed by: Prof. Dr. Owen F. Cargol Date: 4/21/2016

APPROVED BY: _____


President of the University

Date: 24/7/1437 (1/5/2016)

DISTINGUISHED TEACHER EVALUATION AWARD ASSESSMENT FORM

Nominee's Name:

Position/Job Title: College/Department:

The University annually awards to full-time faculty, at most one per college, the Distinguished Faculty Awards in recognition of:

- | | |
|--|--------|
| • Superior classroom teaching and learning enthusiasm |% |
| • Superior academic preparation and scholarship |% |
| • Superior advising |% |
| • Adherence to University Policies and Procedures |% |
| • Cooperation with colleagues and the administration |% |
| • Superior contributions to the Department, College and University |% |

Total Score:/100%

Documents in support of the assigned points and/or comments by evaluator, i.e. student evaluations, faculty colleague evaluations, research papers, new course preparation, awards won by students, recommendations from administrators for advising, cooperation, etc.

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Name/Signature of Evaluator:

Date: