



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

E-Mail

Time Sensitive-Respond by May 28, 2004

MEMORANDUM

TO: Community College Presidents
FROM: H. Martin Lancaster
DATE: April 20, 2004
SUBJECT: NOMINATIONS FOR EXCELLENCE IN TEACHING

I take great pleasure in soliciting nominations for an outstanding individual from your full-time faculty for the *2004 North Carolina Community College System/RJ Reynolds Excellence in Teaching Award*. This program, initiated by the State Board of Community Colleges in 1985, recognizes faculty who exemplify the highest standards of instruction. I urge you to take this opportunity to recognize the excellent teachers in our System. As you are aware, the quality of our teachers is the hallmark of our System.

The *Excellence in Teaching Award* winner will receive an \$8,000 cash award, plaque, and statewide recognition. The winner's college foundation will receive a \$2,000 cash prize. All other finalists will receive a \$500 cash award, personal plaque and college plaque. This selected group will be honored on November 19, 2004 at the *Day of Recognition* program.

Please find attached a program overview, which includes a projected time line and a nomination form. The deadline for this year's nomination is Friday, May 28, 2004. We look forward to receiving a nomination from each of our fifty-nine institutions.

Questions regarding the awards program should be directed to Dr. Delores A. Parker, Vice President, Academic and Student Services. She may be reached at 919-807-7096.

Thank you for your participation.

HML/cb

Attachments

c: James J. Woody, Jr.
Delores A. Parker
College Public Information Officers
Faculty Upgrade Coordinators

CC04-090
E-Mail

PROGRAM OVERVIEW

STATE BOARD OF THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM/ RJ REYNOLDS

2004 EXCELLENCE IN TEACHING AWARD (EIT)

Background

The State Board of the NC Community College System established the "Excellence In Teaching" program in 1985. This program is designed to provide statewide recognition of teachers who exemplify the highest quality and standards throughout the NC Community College System.

The objective of this award is to identify and individually recognize North Carolina Community College System faculty who have consistently demonstrated excellence in teaching to their students and college.

The award winner will receive a cash prize of \$8,000 and a plaque. The winner's college foundation will receive a cash prize of \$2,000. All finalists will receive a cash award of \$500 and plaques. Plaques will also be given to the college of the winner and finalists. All college nominees will receive a certificate and pin acknowledging their achievement after the *Day of Recognition* program.

Selection of Award Recipients

The screening and selection process will occur in four stages. First, the EIT screening committee will conduct the initial screening of applications. Second, the EIT interview committee will interview the selected semi-finalists and recommend the finalists. Third, the EIT committee of the State Board of Community Colleges will interview the selected finalists and recommend the winner to the full State Board. Fourth, the winner, finalists and their colleges will be publicly identified and recognized at the *Day of Recognition* program on November 19, 2004.

The EIT committee chair is the Director of Professional Development. Committee members are system-wide representatives of various groups including the Faculty Association, Instructional Administrators Association, previous award winners, and system office staff.

Eligibility

Any permanent full-time faculty member, other than past winners, is eligible to be considered for this nomination. Nominations are limited to one per institution.

Nomination Process

Each Community College President is requested to nominate one faculty member each year. Nominations for 2004 are due by ***Friday, May 28, 2004***. The winner will be announced at the *2004 Day of Recognition* program on Friday, November 19, 2004. Colleges are encouraged to utilize a peer recommendation process on their campus to solicit nominations.

Five copies of the nominee's packet must be received by 5:00 p.m. on May 28, 2004 (no e-mails or faxes).

Application

Attached is a one-page nomination form that must be completed and returned with the nominee's narrative and vita.

Please develop a narrative, not to exceed seven pages. Each single page is to address one of the selection criteria in single space format as numbered below. Additional information of more than one page per criteria will not be considered.

Selection Criteria:

Demonstration or examples of:

1. Consistent, excellent job behaviors that exhibit unselfish devotion and significant contributions to student success (exceeds normal expectations).
2. Student interactions and successful experiences/outcomes.
3. Classroom success and effective learning results.
4. Innovations in teaching (technology and methodology).
5. Leadership roles beyond the classroom related to a teaching career.
6. Professional development activities and experiences that enhance teaching effectiveness.
7. Past recognition and awards received as a faculty member.

Please do not submit pictures, videos, portfolios, etc. The narrative should demonstrate the nominee's commitment to excellence in teaching and reflect work directed to the selection criteria.

The only supplemental material reviewed will be student/peer evaluations and letters of support. Nomination materials will not be returned.

If you have any questions, please contact Dr. Delores A. Parker at 919/807-7096.

Program Projected Time Line:

Announcement of Awards Program	April 20, 2004
Deadline for Submission <u>on or before</u>	May 28, 2004
Screening Committee Review	August 2004
Screening Committee Interviews	September 2004
State Board Committee Interviews	October 2004
State Board receives recommendations from Review Committee	October 2004
State Board announces Winner and recognizes finalists at Day of Recognition Program	November 19, 2004

North Carolina Community College System/RJ Reynolds

2004 Excellence In Teaching Award Nomination Form

North Carolina Community College System
c/o Carol Bowers
5016 Mail Service Center
Raleigh, NC 27699-5016
Phone: 919-807-7097

Five copies of each nomination must be received by 5 p.m.: May 28, 2004. Items must be mailed or hand delivered (no e-mails or faxes).

Name of Nominee:

College Address:

City, State, Zip Code:

Social Security Number:

Position/Title:

Teaching Area:

Years of Experience:

Education:

Supervisor:

Community College:

President's Signature:

Please develop a narrative, not to exceed seven pages. Each single page is to address one of the selection criteria in single space format as numbered below. Additional information of more than one page per criteria will not be considered.

Selection Criteria:

Demonstration or examples of

1. Consistent, excellent job behaviors that exhibit unselfish devotion and significant contributions to student success (exceeds normal expectations).
2. Student interactions and successful experiences/outcomes.
3. Classroom success and effective learning results.
4. Innovations in teaching (technology and methodology).
5. Leadership roles beyond the classroom related to a teaching career.
6. Professional development activities and experiences that enhance teaching effectiveness.
7. Past recognition and awards received as a faculty member.

You may include letters of support and student evaluations in addition to narrative. No videotapes, photo albums, or portfolios will be reviewed.

For more information, please contact Dr. Delores A. Parker, Vice President for Academic & Student Services at 919-807-7096.