

**North Carolina A&T State University  
Outstanding College/School Teaching Award  
2017-2018 Application Information**

**A. DESCRIPTION**

These awards are presented each year to recognize teaching excellence in each undergraduate college/school. One faculty member per undergraduate college/school is selected to receive this award. College/school selection committees determine the award recipients. The awards are sponsored by the University of North Carolina General Administration and carry a cash stipend.

**IMPORTANT NOTE:** *Outstanding College/School Teaching Award recipients in a given year form the pool for selection of the North Carolina A&T State University nominee for the UNC Board of Governors Award for Excellence in Teaching. Therefore, it is important that applicants for the Outstanding College/School Teaching Award are familiar with the requirements for the UNC Board of Governors award as well.*

**B. APPLICANT CRITERIA**

At the time of application, all nominees for this award must meet the following criteria:

1. Be a **full-time, tenured faculty member**. Faculty members who are also serving in an administrative capacity as department chairpersons are eligible if they meet all the criteria for this award.
2. Have **completed at least seven (7) full years of teaching at North Carolina A&T State University**, with demonstrated excellence over a sustained period of time.

**Note:** *Teaching effectiveness includes evidence of non-classroom involvement with students such as advisement, student organization sponsorship, undergraduate research experiences, service learning, and related activities.*

3. Meet the criteria for the **UNC Board of Governor's Award for Excellence in Teaching** and submit the required documentation in the teaching portfolio.
4. Previous winners of the Outstanding College/School Teaching Award *are eligible* to apply for this award again.

**Note:** *Previous recipients of the UNC Board of Governors Award for Excellence in Teaching are eligible to receive that award only once. If an Outstanding College/School Teaching Award recipient has previously won the UNC Board of*

*Governors Award she/he will not be eligible to win that award again, although she/he can be nominated again for the Outstanding College/School Teaching Award.*

5. Applicants cannot be a member of the school/college teaching awards selection committee.

### **C. APPLICATION PROCEDURE**

Nominees for this award must:

1. Be nominated by faculty, students, administrators or alumni using the *Teaching Excellence Awards Nomination Form* (download from the Academy for Teaching and Learning web site).
2. Submit a complete portfolio of teaching/learning materials to the school/college teaching awards selection committee (see portfolio requirements, next section).
3. Names of the winners at the college level will be forwarded to the university committee via email to Ms. Tiffany Russell ([tbrussel@ncat.edu](mailto:tbrussel@ncat.edu)) and a personal SharePoint folder will be created for you to upload your teaching portfolio materials digitally. To **access the folder**, use the following link and provide your NC A&T (email) username and password credentials:

### **D. DEVELOPING THE TEACHING/LEARNING PORTFOLIO**

Because the Outstanding College/School Teaching Award recipients form the pool for selecting the North Carolina A&T State University nominee for the UNC Board of Governors Award for Excellence in Teaching, applicants for the Outstanding College/School Teaching Award must develop their teaching/learning portfolio with the evaluation criteria and performance indicators used for the UNC Board of Governors Award for Excellence in Teaching in mind.

#### **Digital Portfolio Submission Process**

Outstanding College/School Teaching Award portfolios must be uploaded in digital format [using Adobe Acrobat (.pdf) files] to a designated NC A&T State University SharePoint (intranet) site.

Teaching portfolios must:

- be developed in a professional manner,
- include all of the required materials,
- meet the page limitations outlined in the next section, and
- use a font no smaller than 11 point for any applicant-authored portions of the portfolio.

Teaching portfolios that do not meet these criteria will not be reviewed.

**IMPORTANT:** Create one Adobe Acrobat PDF file for each of the teaching portfolio **sections** (nomination form, letters of support, etc.) included in the table below. Use the file naming conventions listed.

Note: Replace “username” with your university email username (e.g. **nomination-simkinss.pdf**, where **simkinss@ncat.edu** is your NCAT email address).

You will upload these files to your personal SharePoint folder. Be sure to note the page limitations for each section of the portfolio (when listed), as indicated in the next section.

**Naming conventions for files to be uploaded to SharePoint site for  
Outstanding College/School Teaching Awards:**

<b>Teaching Portfolio Section</b>	<b>File Name to Use (with <i>username</i> replaced)</b>
1. Nomination form	<i>nomination-username.pdf</i>
2. Letters of support	<i>support-username.pdf</i>
4. Brief biographical sketch	<i>bio-username.pdf</i>
5. Current curriculum vitae	<i>vitae-username.pdf</i>
6. Teaching philosophy statement	<i>statement-username.pdf</i>
7. Syllabi	<i>syllabi-username.pdf</i>
8. Official student course evaluations	<i>studentevals-username.pdf</i>
9. Peer teaching evaluations	<i>peerevals-username.pdf</i>
10. Additional supporting material	<i>additional_username.pdf</i>

## Portfolio Composition: Required Items and Page Limitations

**Note:** Since Outstanding College/School Teaching Award recipients become the nominees for the UNC Board of Governors Award for Excellence in Teaching, you should review the evaluation criteria for the UNC Board of Governors award to help prepare a competitive teaching/learning portfolio. That information is provided in the application UNC Board of Governors award, available on the Academy for Teaching and Learning web site (see link on p. 1 of this application information document).

1. Completed and signed "Teaching Excellence Awards Nomination Form"
2. Letters of support (18 pages max.)

Include letters from: (1) the nominator, (2) department chair, (3) **three** North Carolina A&T State University colleagues, and (4) **at least two (and no more than four)** current or former students. Letters should be no longer than two pages each.

**Note 1:** Letters of support should focus **only on teaching/learning-related achievements and activities**. Include comments on research, grants, service, and engagement **ONLY** if they are directly related to the teaching activities of the applicant.

**Note 2:** After an Outstanding College/School Teaching Award recipient is selected, a **letter from the dean** must also be included in the teaching portfolio for the UNC Board of Governors Award for Excellence in Teaching applicant for each school/college.

3. Brief biographical sketch (1 page max.)

These will be used for the campus award ceremony if the applicant is selected for an award (see examples in Appendix).

4. Current curriculum vitae (4 page max.)

The CV should focus on/highlight teaching/learning-related activities and accomplishments.

5. Teaching philosophy statement (4 page max.)

The teaching philosophy statement should include a discussion of pedagogical methods, assessment techniques, instructional technology, and/or teaching innovations used to promote student learning in and out of the classroom and the reasons for their use.

**Note:** Competitive proposals will intentionally link pedagogical methods/activities used by the applicant to expected student learning outcomes, assessment of student learning, evidence of student learning outcome achievement, and scholarly research on teaching and learning (generally and/or in the discipline).

## 6. Syllabi

Include syllabi from **at least three (3) different courses** taught by the nominee that provide evidence of teaching excellence (scholarly teaching and evidence of student learning).

## 7. Official student course evaluations

Include full end-of-course evaluations for all courses taught over the **previous two (2) academic years**, not including summer school.

Also include a **single-page summary sheet** listing, for each course you have taught over the previous two academic years (four semesters, not including summer school):

- course number
- course title
- undergraduate/graduate
- overall instructor rating
- number of students in course
- number of students completing course evaluations

8. Peer teaching evaluations for the **previous two (2) academic years**

## 9. Additional supporting material providing evidence of teaching excellence and student learning (25 pages, max.).

**Note:** *This could include public recognition of teaching excellence and samples of course materials. Relevant course materials could include course-related student learning artifacts, project descriptions and examples, and/or student reflections on learning (student work must be anonymous and used with permission).*

## E. SCHEDULE

1. **Submission of teaching/learning portfolio to college/school committee.** Applicants should plan to submit a complete teaching/learning portfolio and nomination form to their college/school teaching awards committee in early fall. Check with your college/school teaching award for specific submission dates in your unit.
2. **Forwarding of nominees to Teaching Excellence Awards Committee:** Names of Outstanding College/School Teaching Award recipients selected by the college/school teaching awards committee and approved by the Dean should be forwarded to the Teaching Excellence Awards Committee (c/o Academy for Teaching and Learning, [tbrussell@ncat.edu](mailto:tbrussell@ncat.edu) by **November 22, 2017**.

## F. AWARD/RECOGNITION

Each Outstanding College/School Teaching Award recipient will receive:

- Outstanding College/School Teaching Award plaque
- \$1,000 University stipend
- Recognition at the North Carolina A&T State University Faculty Awards Dinner (April/May)

## G. QUESTIONS

If you have questions regarding the application process for the Junior Faculty Teaching Awards, please contact:

Ms. Tiffany Russell, Chair  
Teaching Excellence Awards Committee  
Email: [tbrussell@ncat.edu](mailto:tbrussell@ncat.edu) | Phone: 336-285-4191  
Or  
Dr. Craig Rhodes  
Ex-Officio Member  
[rhodesc@ncat.edu](mailto:rhodesc@ncat.edu) Phone 336-285-7806

## **APPENDIX: EXAMPLES OF BRIEF BIOGRAPHICAL SKETCHES (from past teaching award recipients)**

**Dr. Godfrey C. Ejimakor** - For Dr. Ejimakor, building rapport with students in each class is essential for both effective teaching and learning. He uses a student-centered approach to engage and focus students' attention on lecture objectives and draws examples from contemporary events to underscore the relevance and application of materials covered in class. This approach enlivens learning, makes it fun, and enhances long-term retention of course material. According to one of his former students, "*... my success is directly correlated with Dr. Ejimakor's positive mentorship, thorough scholarship and instruction. Professors like him are what make alumni like me reflect on how Historically Black institutions prepare students for the real world.*"

**Dr. Doretha B. Foushee** - Dr. Foushee is recognized for her dedication to the development of students as independent, life-long learners. Teaching cutting-edge content in a learning environment that promotes active engagement of students in the learning process, she consistently guides her students to high levels of scientific understanding by using a variety of pedagogical strategies. In addition, Dr. Foushee's excitement about science motivates her students to excel beyond their self-imposed limits. One student noted that Dr. Foushee's enthusiasm inspires her to learn more, while another student said that she was inspired to achieve things that she never thought possible because of the nurturing support and encouragement she received from Dr. Foushee.

**Dr. Beryl C. McEwen** - She is inspired by the belief that "If better is possible, good is not enough." Dr. McEwen demands the best from her students and provides them with the support they need to achieve their goals. She derives great satisfaction from watching them learn, grow and mature into strong, committed professionals. Commenting on Dr. McEwen's educational impact, students note that: "*Her ability to connect with her students and her talent at teaching are both truly superior.*" and "*She wants all of her students to excel and go beyond their initial expectations. We need more like her.*"

**Dr. John C. Kelly, Jr.** - In addition to leading the Department of Electrical and Computer Engineering, Dr. Kelly teaches both graduate and undergraduate courses, interacting with the students as they learn together. He believes that learning is more important than teaching. As a result, he is continually innovating in the classroom in an effort to help his students more effectively connect and apply engineering concepts and ideas. His efforts pay dividends for his students, as indicated by the following quote: "*This is a very interesting class! Dr. Kelly is a great teacher and always wants to see his students do well and be able to comprehend the work. He is always willing to help and no one should ever do poorly in his class because he is very fun and understanding.*"