

Excellence in Teaching Liberal Studies Award

Purpose?

This award recognizes a faculty member for excellence in promoting significant student learning liberal studies courses on a regular basis.

Who can be nominated?

Any full-time faculty member who has taught at Western Carolina University for at least one year may be nominated by a faculty member, department head, and dean or by self-nomination. A minimum of four liberal studies courses need to have been taught at Western in the two years prior to the Spring 2017 semester. Nominations will be accessible through the new integrated awards process.

How much is the award?

One award of a \$1,500 check and a plaque.

How does one accept nomination?

By submitting to the Provost's Office the required materials as listed on the award guidelines.

What are the Deadlines?

The deadlines for 2017 have not been set.

What are the award guidelines?

Nominees accept nomination by submitting the following items as a single no more than 20 megabyte PDF. The Faculty Sandbox can assist with this process. It is important not to overwhelm the selection committee with material. Please include the following:

- A list of liberal studies courses one has taught in the previous two year period (max. 1 p)
- A written statement of one's goals in teaching liberal studies courses (max. 1 p)
- A summary and assessment of student learning in each of the liberal studies courses one taught in the previous two year period (max. 6 pp)
- Explanation of one's best practices for teaching liberal studies courses (max. 3 pp)
- Additional relevant information or materials may be included at the discretion of the nominee
- Email the PDF to Associate Provost for Undergraduate Studies, Carol Burton (burton@email.wcu.edu).

Review of Nominees

The selection committee made up of one representative from each college, shall conduct a thorough review of all the portfolios provided by the nominees and choose three finalists. At that stage, additional types of materials or data may be requested from all the finalists. All materials shall be reviewed by all committee members.

The committee will then arrange to interview the finalists.

Selecting the ETLS Recipient

After all materials by all the finalists have been reviewed by all committee members, and after the interviews have been completed, the committee shall meet and vote to determine the recipient. There shall be one campus-wide recipient of the Excellence in Teaching Liberal Studies Award.

Voting should be conducted according to the following procedures:

- The committee chair should schedule a meeting, prior to the initial review of materials submitted by nominees, to discuss criteria for selecting the recipient of this award. The committee should develop a rubric based on their understanding of the nature and goals of liberal studies courses as found in the professional literature on the topic and in the goals of the liberal studies program at Western Carolina University.
- Once all portfolios have been reviewed by all committee members, the chair will call a meeting to select the three finalists.
- The chair will arrange for the full committee to interview each of the finalists.
- After the interviews are completed, the committee will meet to select the recipient based upon its review of the portfolios, its selection rubric and the interviews.

After the recipient of the ETLS Award has been determined, the committee chair will provide a written statement about the recipient that can be used to honor and announce this person at the annual awards convocation. The chair should also remind all members that the results of this election are to be kept completely confidential until it is announced at the convocation.

The Provost reserves the right to accept or reject the committee's recommendation, and therefore it would be premature to divulge the committee's choice before the Provost has publicly confirmed it.