**Board of Governors Award for Excellence in Teaching**

​The Board of Governor's Award for Excellence in Teaching was created in 1994 to encourage, identify, recognize, reward, and support excellence in teaching within the university.  A cash award and a bronze medallion created especially for the award are given to sixteen recipients, one from each institution, at an annual recognition luncheon hosted by the Board of Governors in the spring. The Director of the Coulter Faculty Commons will convene the committee, act as recorder, and report the committee's recommendations to the Chancellor or the Chancellor's designee.

Award Amount: $12,500 per year.

To submit a nomination, please visit the following link: [BOG No​mination](https://wcu.az1.qualtrics.com/SE/?SID=SV_74jOOfbxW9D5JLT)

Board of Governors' Excellence in Teaching Award Committee:

**Committee Membership**  
The Board of Governors' Award (BGA) committee shall be comprised of eight faculty members who have been recognized on campus for strong interest in teaching and or for teaching excellence, e.g., recipients of finalists for college-wide teaching awards, and others who have demonstrated interest in teaching, and a representative from the Alumni Association. The nine-person committee will include one representative from each of the six undergraduate colleges, one representative of the Graduate Faculty, one alumni member, and a committee chair.

**Selection of Committee Members and Time of Service**  
Faculty members will serve rotating two-year appointments and the alumni representative will serve a one-year appointment. Nominations to fill rotating faculty vacancies on the committee will be forwarded to the Office of the Provost, who will obtain nominations from the deans of the colleges. The Alumni Association will nominate a committee member each year to the Director of the CFC. The final selection of the committee membership and appointment of the chair will be made by the Provost or the Provost's designee.

If a committee member receives and accepts a nomination for the Board of Governors' Award, the member will resign from the committee. The Director of the Coulter Faculty Commons will appoint another faculty member to fill the vacancy and complete the remaining term of service.

**Nominations for the Board of Governors' Award for Excellence in Teaching:**

*Eligibility for the Board of Governor's Award*

Eligibility for the Board of Governors' Award for Excellence in Teaching at Western Carolina University includes earned tenure and employment at Western Carolina for at least seven years; demonstrated excellence in teaching for a sustained period; teaching in the academic year selected. The winning faculty member is eligible to receive the Board of Governors' Award only once in his/her lifetime. Faculty members on scholarly leave are eligible but will still need to be observed in a teaching setting.

If a person is nominated in the same academic year for both the Board of Governors' Award in Excellence in Teaching and for the Chancellor's Distinguished Teaching Award, and if the person is named the recipient of the Board of Governors' Award, the person will not be eligible to receive the Chancellor's Distinguished Teaching Award that academic year.

*Nominations for the Board of Governors' Award*  
There are two means by which a person can be nominated for the Board of Governors' Award.

The following persons will be automatically nominated for the Board of Governors Award if they meet eligibility requirements and do not decline the nomination: (1) all eligible recipients and finalists for the Chancellor's Distinguished Teaching Award over the previous three years, (2) all eligible recipients of college-wide teaching awards from within the respective colleges over the previous three years, and (3) finalists for the BOG Award who were not recipients of this award over the previous three years.

Second, any dean, faculty member, or alumnus may nominate someone for the Board of Governors Award. To be considered in the pool of nominees, a person must receive at least two formal nominations. A formal nomination consists of a written statement to the committee supporting the nominee's qualifications for the Board of Governors Award. The minimum of two formal nominations may be met by any combination of nominations (i.e., dean and faculty, two faculty, two alumni, alumnus and faculty, alumnus and dean).

To publicize the open nomination process, public notices will be published (e.g., WCU Reporter, Western Carolinian, WWCU, posters, regional newspapers, Alumni Association materials) stipulating the eligibility criteria, the process for submitting nominations, and deadlines for receipt of nominations.

Formal nominations may be submitted through this electronic form ([BOG nomination](https://wcu.az1.qualtrics.com/SE/?SID=SV_74jOOfbxW9D5JLT))  or through the campus or  U.S. mail, addressed to the BGA committee in care of the Coulter Faculty Commons for Excellence in Teaching and Learning which will provide staff support for the BGA committee. (WCU, Hunter 182, Cullowhee, NC 28723 Attn. Martha Diede)

**Selection Process To Screen Nominations**

*Notification of Nomination*  
When all nominations have been received, nominees will be screened for eligibility, and all eligible nominees will be notified in writing by the BGA committee chair of their nomination. Along with their notification of nomination, the nominees will receive detailed information about the selection process, including the evaluation criteria that will be required of finalists and deadlines for the evaluation and selection process.

*Acceptance of Nomination and Submission of Written Statement*  
Each nominee will accept the nomination by submitting a written statement to the BGA committee by a specified deadline. The statements will be used to select three finalists for the Board of Governors' Award for Excellence in Teaching.

The statement is not to exceed 1,000 words. (This limit is strictly enforced; excessively long statements will not be considered.) Each nominee's statement must address, but is not limited to, the following items:

1. Describe your growth and development as a teacher and how your growth has manifested itself over your teaching career.
2. Identify what you have done with students that enables them to grow and learn beyond the classroom.
3. Describe how to keep yourself vital and energized in your teaching and work with students.

**Selection of Three Finalists and Evaluation Criteria**

*Selection of Finalists*  
The BGA committee will read the nominees' statements for evidence of sustained effectiveness as an educator, demonstrated growth as a teacher, contributions to students' development, and maintenance of personal and professional commitments to teaching. Based on the nominees' written statements, the BGA committee will select three finalists. Finalists will be notified of their selection by the committee chair.

*Finalists' Portfolios*  
Each finalist will develop a portfolio that best represents her/his growth and progress as a teacher over time. The portfolio will be submitted to the committee by a specified deadline. The portfolio is to include, but is not limited to, the following materials:

* A brief written statement which articulates one's teaching philosophy and methods used to achieve educational goals.
* Copies of peer-evaluation of teaching.
* Copies of writings and presentation materials directed toward teaching.
* Statements by colleagues and former students of the instructor who have provided letters of support for the nominee.
* Sample copies of syllabi and tests developed over time.
* Summaries of student evaluations from all courses evaluated over the past five consecutive years.
* Participation over time in professional development activities (e.g. seminars, workshops), to improve teaching.
* Curriculum vitae.
* A current photograph of the nominee

Finalists' interviews with the BGA Committee and selecting the person to be recommended for the Board of Governors Award

After each committee member has reviewed the finalists' portfolios, the committee will interview each finalist individually. Prior to the interviews, the committee may request additional documentation from the finalists.

Following the interviews, the BGA committee will meet to select the person to be recommended to the Chancellor for the Board of Governors Award for Excellence in Teaching. The committee will vote by ballot until a finalist receives seven (7) out of the possible nine (7) committee votes. The BGA chair will forward the name of the person recommended for the Board of Governors' Award for Excellence in Teaching to the Chancellor. This process is to be completed prior to January 15, each year.

If the person named by the Chancellor as the recipient of the Board of Governors' Award is also a finalist in the same academic year for the Chancellor's Distinguished Teaching Award, the Board of Governors Award will take precedence.

**Classroom Observations**

Each of the committee members will attend one class taught by each of the finalists.

**Follow-up placement of recipient's portfolio for public view**  
In accordance with the Board of Governor's guidelines, once the selection has been made, and the recipient of the Board of Governors Award has been announced, a summary of the supporting documentation will be placed in the Coulter Faculty Commons for Teaching Excellence and made available to all of the Western Carolina campus community.

TIMELINE FOR BOARD OF GOVERNORS' AWARD COMMITTEE

* Publicize Call for Nominations: August 28, 2017
* Nomination Deadline: September 1, 2017
* Nominees notified of nomination and provided guidelines and deadline for the award process: September 15, 2017
* Nominees submit teaching statements by October 9, 2017
* Committee members select three finalists by October 23, 2017
* CFC notifies finalist of status, portfolio/interview requirements and process/timeline. Finalists should expect contact from committee members to set up classroom visits.
* Committee members begin classroom visits between October 25 and November 21, 2017
* Finalists submit portfolios by November 21, 2017
* Finalists' interviews and recommendation (November 30, 2017) made by BGA Committee to Chancellor

**Annual Review of the Selection Process**

Annually, following the completion of the selection process, the Board of Governors Aware Committee will review and evaluate the selection process. At this time, the BGA committee will also submit nominations to the Director of the Coulter Faculty Commons to fill any vacancies create by committee members whose term expires.

**Committee Members**

2017-18

Carmen Huffman, Chair

Julie Johnson-Busin, Chair Elect

Kelly Kelley

Yeqin Huang

Adam Groh

Sharon McGee

Amy Murphy-Nugen

John Anderson - Alumni Representative

Martha Diede - ex-officio