

BOARD OF GOVERNORS

EXCELLENCE IN UNDERGRADUATE TEACHING AWARD

Nomination Process

Award Summary

The Board of Governors and its institutions are committed to excellence in undergraduate teaching. In 1993, to support this commitment, the Board established the **Board of Governors Excellence in Undergraduate Teaching Awards**. One award is presented annually to a faculty member from CSU and CSU-Pueblo, and CSU Global Campus, the three institutions governed by the Board. The Board believes, *“Excellence in teaching involves creating a process of inquiry that stimulates the curiosity of students and that helps them develop and probe ideas. The teaching function increases motivation, challenges students, and channels inquiry.”*

Nomination Process

The call for nominations shall be circulated widely through a mailing to the faculty and administrative professionals of the University and by appropriate public announcements. The official call for nominations will be issued in late fall semester. All **Full-Time Faculty** members of Colorado State University are eligible for nomination. Successful nominees will have considerable experience and engagement with undergraduate teaching. Anyone interested in nominating another person or persons may submit a nomination packet. The **nomination packet** must include Nominator and Nominee Submission combined into one electronic submission, *in the following order*:

Nominator Submission:

- The **Nomination Form**, which requires
 - **Abstract of Nominee qualifications**
 - Undergraduate instructional impact of nominee on other instructors in the unit and beyond
 - typical annual course load (e.g., 2 courses/6 credits Fall term; 2 courses/5 credits Spring term)
 - typical annual workload distribution (e.g., 50% teaching/advising; 35% research; 15% service)
 - a listing of all **undergraduate** courses taught by the nominee at Colorado State University, semester(s) the courses were offered, how often these courses were offered (once, twice, or more per year), and approximate enrollment numbers in these courses. *Note: It is crucial that the packet clearly delineate which courses the nominee taught fully, which were team-taught, and which were taught by GTA's supervised by the nominee. Committee needs to truly understand the nominee's role in each course.*
- The summary pages of all ASCSU course survey results for the past academic year that has just been completed (Fall-Spring)
- Letter of Endorsement from the Nominee's Department Chair

Nominee Submission:

- **Nominee’s Reflective Statement** – the nominee’s personal reflections on their teaching, including the student experience in their classroom, and why their approach and practices are successful.
- **Nominee Evidence and Materials** – The Nominee Materials must provide evidence of the impact of the nominee’s teaching on student learning and transformation. Nominee Evidence and Materials should thoroughly address this impact through information such as:
 - Active learning strategies the nominee uses to:
 - Stimulate the curiosity of students and that help them develop and probe ideas
 - Engage students, challenge students, and guide inquiry
 - Provide at least one concrete example of how you used student suggestions and comments to actively improve your teaching
 - Innovations and explorations pertaining to classroom instruction;
 - Evidence of student learning outcomes;
 - Co-curricular innovations and explorations, and interactions with students outside of classroom teaching;
 - Sharing of instructional materials and concepts with other CSU instructors and/or other professional colleagues
 - **Comments from students and peers are required** (e.g., course survey comments, peer classroom observations, etc.)

Nominee Evidence and Materials can be no more than 10 double-spaced typewritten pages. Current and past student comments must be incorporated into the 10-page limit.

- **Up to three (3) letters of no more than 2 pages each from undergraduate students** addressing the impact of your teaching on the student’s learning and transformation. At least one (1) of these letters must be from a student in a class from the past academic year that has just been completed (Fall-Spring)
- **One (only 1) syllabus from an undergraduate course** taught during the most recent academic year.
- **A complete current curriculum vitae**

The packet must be produced in no less than 10-point font and must have a minimum of 1-inch margins on all sides. Those that go beyond this limited space will not be considered by the committee. Please be sure to number each page.

Nomination packets must first proceed through the nominee’s department and then proceed to the College. Each College is strongly encouraged to submit more than one nomination packet from their college. Colleges are also encouraged to consider resubmitting prior nominations for up to three (3) years, with updated Nomination Form and Nominee Evidence and Materials. The final packet(s) forwarded to the Selection Committee must include a signature and date indicating college-level review

Submit an electronic copy (pdf) of the complete nomination packet to okee.hanna@colostate.edu no later than 4 p.m. February 1. The subject line of the submission should read “BOG Excellence Award –

nominee's name". Hard copies and late submissions will not be accepted. If you have any questions, please contact:

Okee Hanna
BOG Excellence Award Selection Committee
Office of the Provost/Executive Vice President
108 Administration Building
1001 Campus Delivery
(970) 491-4377

Selection Process

The selection committee will have the following members:

- a minimum of three academic faculty members representative of different disciplines and Colleges;
- the Vice Chair or Chair of Faculty Council or designee;
- a representative of the Council of Associate and Assistant Deans;
- an undergraduate representative of the Associated Students of Colorado State University.

The Vice Provost for Undergraduate Affairs will serve as the Selection Committee Chair and will report the name of the successful nominee to the Provost/Executive Vice President for final approval by appropriate parties and subsequent recognition by the Board of Governors.

Award Presentation and Campus Recognition

A cash award and plaque are presented to the recipient at a meeting of the Board of Governors. A statement regarding the award and individual receiving it will be included in the University Commencement Program.