

**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 per institution 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 but must route the nomination through departmental and college approval. The **nomination packet** must include Nominator and Nominee Submission combined into one electronic submission, *in the following order*:

Nominator Submission:

- In addition to the form that will be prepared by the nominee, the nominator should include:
 - **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.*

Nominee Submission:

- **Departmental letter summarizing nominee's teaching:** Letter must describe departmental teaching evaluation procedures, the nature and quality of a candidate's teaching, and the evidence upon which the evaluation is based.
- **Nominee's reflective statement:** Candidate provide a written statement of their teaching approach, including the goals of specific courses and choices of teaching strategies and innovations, along with their efforts to improve instruction, respond to peer evaluations/observations and respond to comments made by students on end-of-course evaluations.

- **Description of courses taught** - A list of courses and enrollment should be included, noting course level and estimated proportions of majors and non-majors. A syllabus that includes learning outcomes from one undergraduate course taught in the past year should be included as a representative example. Nominee should also provide, where relevant, description of student research or creative artistry they have supervised - including their role in directing senior theses, honors theses, creative writing or artistry and other undergraduate mentoring as well as engagement in high impact practices, service learning, co-curricular innovation, and interaction with students beyond the classroom.
- **Peer evaluation** - Reports or letters about the candidate's teaching performance from faculty colleagues familiar with the content should be included in the portfolio. The letters should cite the basis and evidence for judgments made.
- **Student feedback** - Student feedback (distributions and response rates; no means) for each different course taught in the period under review should be presented. Additional relevant written feedback from current or former students can be included as deemed appropriate. **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)
- **Evidence of professional development activities related to teaching:** Evidence of participation in TILT or other teaching-related workshops, attendance at or development presentations for the TILT Summer Conference, Professional Development Institute (PDI), or short courses related to teaching, participation in peer mentoring activities related to teaching, course redesign projects, or teaching/curriculum- focused workshops offered through the Office of Diversity, and/or other courses that emphasize approaches to teaching, peer mentoring, and inclusive pedagogy, whether offered on or off campus, including sharing of instructional materials within the department or college, should be indicated here. Provide evidence of how such participation impacted your teaching practice.
- **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 electronic copy (pdf) of the complete nomination packet to kristin.mravinec@colostate.edu no later than 4:00 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:

**Kristin Mravinec
BOG Excellence Award Selection Committee
Office of the Provost/Executive Vice President
108 Administration Building
1001 Campus Delivery
(970) 491-6614**

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.
- A representative from the Committee on Teaching & Learning

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.