Board of Governors
Excellence in Undergraduate Teaching Award
Nomination Information

Award Summary and Eligibility

The Colorado State University System Board of Governors and its institutions are committed to excellence in undergraduate teaching. To support this commitment, the Board established the *Board of Governors Excellence in Undergraduate Teaching Award* (Colorado State University System – Policy 308). One award is presented annually to a faculty member from each of the three institutions governed by the Board. The award includes a stipend of $2,500 and recognizes faculty members whose teaching:

A. Involves a creative process fostering inquiry and analysis of concepts and ideas,
B. Challenges and motivates students to explore and probe unexamined premises and assumptions, *and*
C. Generates growth and intellectual development as evidenced by demonstrated student outcomes.

Full-time faculty members at CSU-Fort Collins are eligible for nomination. Successful nominees will have considerable experience and engagement with undergraduate teaching. The award is presented at the Board of Governors meeting held on the CSU-Fort Collins campus in May.

Nomination Process

Nomination packets must route through the department chair/head and college dean for endorsement (via signature on the cover page) prior to submission. The packet must be produced in no less than 10-point font and one-inch margins, include page numbers, and be organized *in the following order* and submitted electronically.

1. **Nomination cover page:** *see the "Nomination Cover Page" on the Office of the Provost and Executive Vice President's website*
2. **Letter of nomination:** *maximum three (3) pages*

   Highlight the nominee's qualifications and how they meet the Board of Governors' criteria A, B, and C listed above.
3. **Department letter of support:** *maximum four (4) pages*

   Summarize the nominee's teaching and describe departmental teaching evaluation procedures, the nature and quality of the nominee's teaching, and the evidence upon which the evaluation is based.
4. **Nominee's reflective statement:** *maximum eight (8) pages*
   a. Teaching approach and philosophy, goals of specific courses, and teaching strategies and innovations.
   b. Efforts to improve instruction, respond to peer evaluations and observations, and respond to comments made by students on end-of-course evaluations.
   c. Supervision of student research or creative artistry, including the specific role in directing senior theses, honors theses, creative writing or artistry, and other undergraduate mentoring.
   d. Engagement in high-impact practices, service learning, co-curricular innovation, and interaction with students beyond the classroom.

e. Participation in professional development activities related to teaching and impact on teaching practices.

5. **Syllabus:**

   Include a syllabus from *one (1) undergraduate course* taught in the past year (as a representative example) that includes learning outcomes.

6. **Peer evaluations:**

   Up to three (3) reports or letters of no more than two (2) pages each about the nominee's teaching performance from faculty colleagues who conducted peer evaluations. The letters should cite the basis and evidence for judgments made.

7. **Student feedback:**

   Include student feedback (use only the current version of course evaluations with distributions and response rates by question number *without averaged means*) for each course taught during the most recent academic year. The selection committee prioritizes written comments.

   Additional relevant written feedback from current or former students may be included as deemed appropriate. Up to three (3) letters of no more than two (2) pages each from undergraduate students addressing the impact of the nominee's teaching on the student's learning and transformation may be submitted; at least one (1) of these letters must be from a student in a class from the most recent academic year that has just been completed.

8. **A complete current curriculum vitae.**

Nomination packets may be updated and resubmitted for up to three (3) years.

***The deadline is the first business day in February*. Submit the nomination packet electronically (PDF) to provost_maindesk@Mail.colostate.edu. The subject line of the submission should read "BOG Excellence Award – *Nominee's Name*." Hard copies, late submissions, and nomination packets that do not meet the guidelines above will not be accepted.**

Direct questions to: Kristin Mravinec, Administrative Assistant to the VPDUA [kristin.mravinec@colostate.edu, 970-491-4377], Office of the Provost and Executive Vice President

Selection Process

The selection committee will have the following members:

- Vice Provost and Dean for Undergraduate Affairs (chair)
- A minimum of three academic faculty members *representative of different disciplines* and colleges
- The Chair or Vice 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 Selection Committee Chair will recommend the successful nominee to the Provost and Executive Vice President for final approval by appropriate parties and subsequent recognition by the Board of Governors.