

Guidelines For Preparing a 2012 Chancellor's Award For Excellence In Teaching Nomination Portfolio

The following guidelines are in addition to the eligibility guidelines from SUNY System Administration (available on the CELT website here: <http://www.brockport.edu/celt/chancellors.html>).

Please note:

- Self-nominations cannot be accepted.
- Please **do not** submit full articles, books, or videotapes, etc. by the nominee. They will not be reviewed. Include summary documents rather than individual items whenever possible. **The entire nomination portfolio should fit in one three inch three ring binder maximum.** Binders larger than this will be returned to the nominator.
- **The entire portfolio must be submitted by Monday, November 14, 2011** to CELT, 100b Edwards Hall. The portfolio will then be reviewed by the campus committee, Provost, and President. **The campus is allowed to submit up to three nomination packages.** Nominators or nominees will be notified after the campus review process has been completed no later than February 17, 2012.

Items to be included in the nomination portfolio with suggested deadlines include:

1. **Brief cover letter or memo from the nominator(s)** indicating if the campus committee decision letter for an unsuccessful nomination should be addressed to the nominator(s) or nominee. (Successful nomination letters are sent to the nominee with a copy sent to the nominator(s).) Please note: the nominator(s) should NOT consist of all members of the nominee's APT committee. Nominators typically are one or two members of the nominee's department.
2. **Summary Presentation – maximum of five single spaced pages.** This provides the rationale for the campus's nomination of a candidate and sets forth candidate merit for selection. It is the only documentation available to those involved in the System-level review to explain the campus' rationale for nominating the candidate for this honor. **It must address how the candidate excels in each criterion for selection for the award** to which the candidate is nominated, the candidate's most outstanding qualifications and major achievements attained. The quality of the evidence provided is critical to recommendation. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee fulfills each criterion. **The Summary Presentation should be written by the nominator(s) and not by the**

nominee (or in the first person) because this undermines the impartiality and objectivity required of the nomination process.

3. **Vita** – an up-to-date and moderately detailed vita containing information on the nominee’s career must be included in the nomination portfolio. **Included must be the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.** It should also include areas of specialization, research activities, professional and scholarly publications, honors and campus and State University service.
4. **Short (1 page or less) letters of support from:**
 - a. the Department APT Committee (**should receive portfolio by 10/3/11**)
 - b. the Department Chair (**should receive portfolio by 10/17/11**)
 - c. the School Dean (**should receive portfolio by 10/31/11**)
5. **Additional supporting materials** should be organized in the portfolio in the following sections. A short (1 page or less) introductory statement summarizing and reflecting on each lettered (a-f) section (where appropriate) is recommended.
 - a. **Teaching Methods and Materials**
 - i. Statement of teaching philosophy
 - ii. Sample syllabi and course materials that provide evidence of:
 1. having taught a variety of courses with different class sizes (indicate if departmental circumstances prevents nominee from doing this);
 2. having successfully used diverse teaching methods and techniques;
 3. course materials that are up to date and routinely revised;
 4. the appropriate use of technology in teaching.
 - b. **Grading and Assessment**
 - i. How does the nominee set high expectations for students and help them achieve those expectations?
 - ii. How does the nominee construct assignments that are rigorous and appropriate for the type and level of the course?
 - iii. How does the nominee maintain grading patterns that are rigorous and appropriate for the type and level of the course?
 - iv. How does the nominee provide formative and constructive feedback to students?
 - v. How does the nominee employ methods of student assessment that match course content?
 - vi. When student assessment must be subjective, how does the nominee develop scoring criteria (rubrics) to increase objectivity?

- c. Engagement with Students** (letters from students should be placed in this section)
- i. Evidence of availability to students outside of course hours (1:1, groups, or clubs)
 - ii. Evidence of work with students on independent or directed studies, or on theses and projects
 - iii. Evidence of student tutoring, mentoring, or providing extra help.
 - iv. Evidence of research collaboration with students
 - v. Evidence of student success with regard to employment, graduate school, certification exams, honors/awards, publications, presentations, etc.
- d. Feedback and Evaluation**
- i. Summary and discussion of IAS results (include average means for the four global items and discuss teaching changes made as a result of IAS feedback)
 - ii. A representative sample of full original printouts of IAS results (include the most recent forms for all courses taught) with the grade distributions for these courses
 - iii. Statement by a peer(s) (any faculty member at Brockport) who has observed the candidate's classroom teaching (ideally in the last year)
- e. Professional Development**
- i. How does nominee keep up-to-date with developments in his or her field?
 - ii. How does nominee incorporate new developments into his or her courses?
 - iii. What teaching professional development opportunities has the nominee taken advantage of?
 - iv. How has the nominee incorporated teaching professional development into his or her courses?
- f. Teaching and Scholarship/Service**
- i. Does the nominee maintain an active program of scholarship?
 - ii. How does the nominee balance or incorporate scholarship and teaching?
 - iii. How is the nominee's teaching related to his or her service?
 - iv. Does the nominee conduct scholarship related to teaching and learning?

Successful nominations forwarded to SUNY System Administration will have the "Checklist Coversheet", "Transmittal Letter", and "Nomination Procedures" (mentioned in the SUNY guidelines) prepared by CELT and signed by the President.

If you would like to look at a successful portfolios from years past stop by the CELT office in 100b Edwards Hall. If you have questions please contact Chris Price, CELT Director at 395-5025 or cprice@brockport.edu.