

## **College of Fine and Applied Arts OUTSTANDING TEACHING AWARD**

The College of Fine and Applied Arts *Outstanding Teaching Award* is presented annually to the outstanding scholar or individual engaged in outstanding creative activity in the College of Fine and Applied Arts. The award will be presented at the Fine and Applied Arts Awards Ceremony and winners will be recognized during Spring's Commencement.

In this packet you will find:

- 1) Timeline
- 2) Procedures for Committee Operation and Award Selection
- 3) Call for Nomination \* (which includes criteria)
- 4) Nomination Form \*

### **TIME-LINE:**

- |             |   |
|-------------|---|
| February 15 | Completed nomination forms due to Dean's Office         |
| February 17 | Dean's Office notifies nominees                         |
| February 29 | Supporting materials/portfolio due in Dean's Office     |
| April 19    | Awards presented at FAA Awards Ceremony                 |
| May 12      | Winners will be recognized during Spring's Commencement |

**College of Fine and Applied Arts**  
**OUTSTANDING TEACHING AWARD**

Procedures for Committee Operation and Award Selection

**Solicitation of Nominations**

- A. Nomination of faculty in the College of Fine and Applied Arts for consideration for the *Outstanding Teaching Award* in the College of Fine and Applied Arts should be sought from anyone presently or formerly associated with Appalachian State University. (Students may not nominate faculty in whose courses they are currently enrolled.)
1. Effort should be made to solicit nominations from alumni.
  2. Nomination will be by completion of a brief form and accompanying letter and should address the following:
    - a. Context in which decision was made that nominee is an outstanding teacher, (e.g. student in class, colleague, supervisor, other)
    - b. Dates and duration of primary contact with the nominee
    - c. Name and mailing address of nominator
    - d. In cases in which a group (e.g., club, fraternity) chooses to nominate a candidate, the members of the group supporting the nomination must sign the letter of nomination, and someone should be identified as a contact person
    - e. Cover letter commenting on:
      - Competence or command of subject matter
      - Manner in which concern for students is exhibited
      - Techniques for conveying the subject to students
      - Other items deemed pertinent by nominator
- B. All letters of nomination will be kept, accumulated, and considered for three years. Each letter of nomination is to be given to the nominee after it has been in the committee files for three years, whether or not the nominee has received an award.

## **Evaluation and Decision on Awards**

- A. Each nominee will be informed of her/his nomination and asked to submit additional material. This supporting material should include:
1. A current curriculum vita
  2. A course syllabus for each different course taught over the past two years
  3. A summary of the nominee's student evaluations from the last two years
  4. The nominee's latest peer review (if available)
  5. One page or less in which the nominee expresses her/his professional philosophy as a teacher
  6. A one-page summary of the nominee's perceived strengths and areas for Improvement and growth
- B. Evaluation of nominations and decisions on awards shall be by a committee composed of faculty members from across the College. The committee will be chaired by an assistant/associate dean of the College.
1. Criteria for eligibility and selection
    - a. Faculty members are eligible after two years full-time teaching at Appalachian State University
    - b. Qualifications to be considered, listed in descending order of importance:
      - Apparent ability to impart knowledge, inquisitiveness, and desire for continued learning
      - Competence and command of subject matter
      - Concern for students' intellectual growth
      - Enthusiasm for teaching
      - Concern for students' personal development
      - Miscellaneous pertinent items that may arise
  2. Designation of Awards
    - a. One faculty member will be selected by the committee and the Dean will be notified of the decision.
    - b. All letters of nomination will be kept, accumulated, and considered for three years. Each letter of nomination is to be given to the nominee after it has been in the committee files for three years, whether or not the nominee has received an award.

## Awards

- A. Awards for outstanding service will be given at the Fine and Applied Arts Awards Ceremony.
- B. The faculty member designated the *Outstanding Teaching Award* winner shall receive a \$500 reward for travel and or supplies related to their field, as well as a plaque, medallion, or other token of recognition.
- C. The dean of the college or his/her designee shall bestow the award.

TO: Appalachian Students, Faculty and Staff  
College of Fine and Applied Arts

FROM: Garner Dewey, Associate Dean  
College of Fine and Applied Arts

SUBJECT: Call for Nomination for *Outstanding Teaching Award*

In 2002, the College of Fine and Applied Arts instituted an **Academy of Outstanding Teachers** comprised of winners of the *Outstanding Teaching Award*. All full-time faculty members of the College of Fine and Applied Arts (teaches in the Department of Art; Communication; Military Science; Technology & Environmental Design; or Theatre & Dance) who have been at Appalachian for at least two full years are eligible for this consideration. Anyone presently or formerly associated with Appalachian State University may make nominations. Self-nominations are NOT accepted. *No student may nominate a teacher with whom the student is taking a class at the time of nomination.*

We invite you to submit a nomination for the *Outstanding Teaching Award*. If you are interested in making a nomination, please complete the attached form, photocopying the form for any additional nominations. In documenting your recommendation(s) for the *Outstanding Teaching Award*, please discuss how the nominee displayed:

- 1) Ability to impart knowledge, inquisitiveness, and the desire for continued learning
- 2) Competence and command of the subject matter
- 3) Concern for students' intellectual growth
- 4) Enthusiasm for the subject matter and for teaching it
- 5) Concern for students' personal development
- 6) Any other pertinent data which you feel documents outstanding teaching

Nominations are kept on file and eligible for the award for two years following the original submission (for a total of three considerations.) A committee of faculty members from across the College will select the *Outstanding Teaching Award* winner, and the winner will be recognized at the Fine and Applied Arts Awards Ceremony.

\*These materials are also available on the College of Fine and Applied Arts web site at <http://www.faa.appstate.edu/>

Return completed forms *no later than February 15* to:

Garner Dewey, Associate Dean  
College of Fine and Applied Arts  
Owen's Field House  
ASU Box 32060  
Boone, North Carolina 28608-2060

Nomination Form

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OUTSTANDING TEACHING AWARD**

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College of Fine and Applied Arts  
Owens Field House  
ASU Box 32060  
Boone, NC 28608-2060

Electronically to: deweygg@appstate.edu

**Your Name:** \_\_\_\_\_

\_\_\_\_\_  
**Address/Street/Box Number      City      State      Zip**

**Date:** \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Your relationship to the nominee:** \_\_\_\_\_

Under what circumstances did you become acquainted with nominee's teaching?

Please describe why you feel the nominee deserves consideration as the College's *Outstanding Teaching Award* winner?

Please document your position by commenting on the factors which constitute outstanding teaching mentioned in the covering letter. Feel free to attach additional pages; the more complete and specific your assessment, the better. Anecdotes are also helpful.