



2020 - 2021

Academic Affairs

Excellence Awards



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October 1, 2020

Colleagues,

Each college will select nominees for the first eight Academic Affairs Excellence Awards and forward to the University Teaching Excellence Awards committees, which select the recipient for each award category. Award recipients will remain a “secret” until the awards ceremony. The awards and links to associated nomination criteria are:

1. [Excellence in Teaching Award*](#)
2. [Excellence in Scholarship of Teaching and Learning](#)
3. [Teaching Excellence for Department or Program](#)
4. [Excellence in Online Teaching](#)
5. [Irene Rose Community Service Award](#)
6. [Excellence in Scholarship & Creative Endeavors](#)
7. [Craig M. Turner Excellence in University Service Award](#)
8. [Laurie Hendrickson McMillan Faculty Award](#)
9. [Regents’ Momentum Year Award for Excellence in Advising and Student Success**](#)
10. [Regents’ Momentum Year Award for Excellence in Teaching and Curricular Innovation**](#)

* The recipient of the Excellence in Teaching Award is the Fall 2020 Graduation Commencement speaker.

** These awards are new in 2019. Georgia College recipient portfolios for the inaugural awards will be submitted directly to the University System of Georgia by December 4, 2019. Beginning in 2020, the nomination and selection process will follow the process for all other Academic Affairs Excellence Awards.

Due Dates for the Academic Affairs Excellence Awards

Internal college nominations to college due by: **November 23, 2019**

College selectees notified by college by: **November 30, 2020**

College nominees' final applications received by Center for Teaching and Learning (ctl@gcsu.edu) by: **March 1, 2021**

The Center for Teaching and Learning submits the finalist for each award to the Provost's office by: **April 5, 2021**

All nominations for the University System of Georgia Excellence awards must be submitted by **November 1, 2021**.

The following are awarded at the university level and will also be the Georgia College nominees for the equivalent University System of Georgia (USG) Regent's level awards.

- Excellence in Teaching Award ([Regents' Felton Jenkins, Jr. Hall of Fame Faculty Awards](#))
- Excellence in Scholarship of Teaching and Learning ([Regent's Scholarship of Teaching and Learning Awards](#))
- Teaching Excellence for Department or Program ([Regents' Teaching Excellence for Department or Program](#))
- Excellence in Online Teaching ([Regents' Teaching Excellence Awards for Online Teaching](#))
- Momentum Year Award for Excellence in Advising and Student Success ([Regents' Momentum Year Award for Excellence in Advising and Student Success](#))
- Momentum Year Award for Excellence in Teaching and Curricular Innovation ([Regents' Momentum Year Award for Excellence in Teaching and Curricular Innovation](#))

The following awards are awarded at the university level only. There are no equivalent University System of Georgia awards:

- Excellence in Scholarship & Creative Endeavors
- Craig M. Turner Excellence in University Service
- Irene Rose Community Service: The recipient receives funds from the Georgia College Foundation.
- Laurie Hendrickson McMillan Faculty: The recipient receives funds from the Georgia College Foundation.

Past award recipients are not eligible to receive an award in the same category until a minimum of five years has elapsed.

Georgia College will host a combined Faculty & Staff Celebration of Excellence in April 2021. The celebration allows the university community to recognize the good work of faculty and staff alike.

I look forward to seeing you there!

Costas

Costas Spirou, Ph.D.
Provost and Senior Vice President
for Academic Affairs
Georgia College

Excellence in Teaching Award



Purpose: This award is to encourage and reward excellence, innovation, and effectiveness in teaching. The award recipient will be the university's nominee for the Regent's Teaching Excellence Award and will be the December 2020 commencement speaker.

Overview: The Excellence in Teaching Award is presented by Georgia College to one individual each year. Nominees must be a full-time faculty member with at least three years of teaching experience at Georgia College prior to the previous academic year. Eligible individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees select their Excellence in Teaching award recipient and forward to the university selection committee.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

For their meritorious work, award recipients will receive \$1,000 in their base salary effective the following fiscal year.

The award is not necessarily given annually.

Criteria: The [Excellence in Teaching Award Rubric](#) is used to select the nominee.

Excellence in Scholarship of Teaching and Learning Award



Purpose: This award encourages and rewards excellence in the scholarship of teaching and learning. The award recipient will be the university's nominee for the Regent's Scholarship of Teaching and Learning Excellence Award.

Overview: The Scholarship of Teaching and Learning Award is presented by Georgia College to one individual each year. Individuals are eligible for nomination if they are full-time faculty members with at least three years of teaching experience at Georgia College prior to the 2019-20 academic year. To be eligible for this university-wide award, individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees will select their Excellence in Teaching and Learning award recipient and forward to the university selection committee.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

For their meritorious work, award recipients will receive \$1,000 in their base salary effective the following fiscal year.

The award is not necessarily given annually.

Criteria: The [Excellence Scholarship of Teaching and Learning Rubric](#) is used to select the nominee.

Teaching Excellence for Department or Program Award



GEORGIA'S PUBLIC
LIBERAL ARTS UNIVERSITY

Purpose: This award encourages and rewards activities and innovation to improve teaching and student learning by departments/programs. The award recipient will be the university's nominee for the Regent's Teaching Excellence for Department or Program Award.

Overview: The Department/Program Excellence Award is presented by Georgia College to one program/department each year. To be eligible for this university-wide award, candidates must be nominated by a faculty member, department chair, or dean.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

The recipient of this university award will receive \$2,500 one-time operating funds for the following academic year.

The award is not necessarily given annually.

Criteria: The [Teaching Excellence for Department or Program Award Rubric](#) is used to select the nominee.

Excellence for Online Teaching Award



GEORGIA'S PUBLIC
LIBERAL ARTS UNIVERSITY

Purpose: This award recognizes excellence in online teaching.

The award recipient will be the university's nominee for the Regent's Teaching Excellence for Online Teaching Award.

Overview: The Department/Program Excellence Award is presented by Georgia College to one program/department each year. To be eligible for this university-wide award, candidates must be nominated by a faculty member, department chair, or dean.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

The award does not have a monetary award nor is it necessarily given annually.

Criteria: To be eligible for the Online Award, current full-time members of the teaching faculty and teaching academic staff must teach at least a minimum of 12 credit hours of fully online instruction at Georgia College across the last three consecutive semesters (Fall 2018 - Summer 2019). Fully online instruction for this award is defined as "95% or more of the course must be delivered fully online."

The [Teaching Excellence for Online Teaching Award Rubric](#) is used to select the nominee.

Irene Rose Community Service Award



Purpose: This award is to encourage and reward commitment to community service.

Overview: The Irene Rose Community Service Award is presented annually to one individual through the generosity of the Georgia College Foundation, and is named in honor of the late Irene Rose, an exemplary community servant. To be eligible for nomination, an employee must (1) hold full-time faculty status, and (2) be in at least the third year of employment at Georgia College. This award recognizes exemplary community service.

Candidates for this award must be nominated by a faculty member, department chair, or dean.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

Recipient of this award will receive a \$500 check from the Georgia College Foundation.

The award is not necessarily given annually.

Criteria: The [Irene Rose Community Service Award Rubric](#) is used to select the nominee.

Excellence in Scholarship & Creative Endeavors Award



Purpose: This award is to encourage and reward excellence in peer-reviewed, juried scholarship and creative endeavors.

Overview: The Excellence in Scholarship and Creative Endeavors Award is presented by Georgia College to one full-time, tenured or tenure-eligible faculty member who exhibits evidence of individual or collaborative scholarly activity. Scholarly works may include but are not limited to: research article(s), book(s), book chapter(s), monograph(s), painting(s), sculpture(s), musical composition(s) and arrangement(s), musical performance(s), performance(s) or design of theatrical production(s), or artistic exhibition(s). For collaborative scholarly work, only one Georgia College contributor is recognized, most likely the senior scholar or scholar who contributed the greatest to the scholarly work(s). To be eligible for this university-wide award, individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees will select their Excellence in Scholarship & Creative Endeavors award recipient and forward to the university selection committee for consideration.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

For their meritorious work, award recipients will receive \$1,000 in their base salary effective the following fiscal year.

The award is not necessarily given annually.

Criteria: The [Excellence in Scholarship and Creative Endeavors Rubric](#) is used to select the nominee.

Craig M. Turner Excellence in University Service Award



Purpose: The award encourages and rewards those who serve the university community (including department and college), as well as their professional communities.

Overview: The Craig M. Turner Excellence in University Service Award is presented by Georgia College to recognize extraordinary service and contributions to the Georgia College community by a full-time, tenured faculty member. To be eligible for this university-wide award, individuals must be nominated by a faculty member, department chair, or dean at the college level. College committees will select their Excellence in University Service award recipient and forward to the university selection committee.

To nominate a previous recipient, at least five years must have passed since the faculty member's most recent recognition with this award. It is the nominee's responsibility to ensure completion of the application e-portfolio.

For their meritorious work, award recipients will receive \$1,000 in their base salary effective the following fiscal year.

The award is not necessarily given annually.

Criteria: The [Craig M. Turner Excellence in University Service Award Rubric](#) is used to select the nominee.

Laurie Hendrickson McMillan Faculty Award



Purpose: This award recognizes excellence in teaching, research, and campus and community service to a College of Business or School of Nursing faculty member.

Overview: The Laurie Hendrickson McMillan Faculty Award is presented by the Georgia College Foundation. The award rotates between the William J. Bunting College of Business (odd year) and the College of Health Sciences (even year).

Recipient of this award will receive a \$2,630 check from the Georgia College Foundation.

Criteria: The criteria for this award include the following:

1. Must be a faculty member who has taught at least full-time during the current academic year.
2. Award recipient shall be non-tenured.
3. Selection criteria includes teaching (50%), research (25%), and campus and community service (25%).

Required Process: The award recipient shall be selected by a standing committee of each college/school, elected as representative of departments/disciplines within the college/school and to include at least two students. Each school/college will determine selection process within the parameters stated in the criteria and required process. The college nomination for this award must include a narrative that outlines how the recipient meets the selection criteria.

Excellence in Teaching Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins, single or double-spaced, & ≥12-point font		
*Portfolio length ≤ 20-pages (not including table of contents)		
Table of contents (not included with page count)		
Nomination letter from chair and one or more letters of support from colleagues qualified to comment on the nominee's teaching		
Condensed curriculum vitae (2-3 pages)		
Reflective statement summarizing teaching and learning philosophy, strategies and objectives (1-2 pages)		
Brief summary of 2-3 innovative teaching artifacts or practices used in the classroom to promote student success (1-page)		
One or more letters of support from recent and/or past students		
A well-organized set of documents that provide evidence of teaching excellence (e.g., data showing success of the nominee's students, selected components of course syllabi, handouts, methods of assessing student learning, and achievement that go beyond student evaluations, examinations, summaries of recent student evaluations, peer evaluations, student mentoring/advising, etc.). Brief explanation about how the documents included support the nominee's excellence in teaching.		

For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>Use of Effective Teaching Strategies</p> <p>Uses effective teaching strategies to enhance student learning.</p> <p>Strategies might include innovative uses of</p>	<p>The application provides multiple exemplary examples of teaching excellence.</p> <p>For example:</p> <ul style="list-style-type: none"> • The development and use of innovative pedagogies or 	<p>The application provides a few examples of teaching excellence.</p> <p>For example:</p> <ul style="list-style-type: none"> • The development of innovative pedagogies or classroom activities 	<p>Portfolio implies evidence of effective teaching strategies to enhance student learning.</p>	<p>Insufficient evidence for use of effective teaching strategies.</p>	(x2)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>technology, active learning, learning communities, student portfolios and assessment.</p>	<p>classroom activities that have a demonstrable impact on student success.</p> <ul style="list-style-type: none"> • The adoption of effective pedagogies that strive to enhance student learning and engagement, such as service learning, undergraduate research, flipped courses, etc. • The application of assessment practices that go beyond required institutional means of assessment and that have been used to refine teaching methods. <p>Portfolio information provides exemplary evidence of effective teaching practices in the summary of innovative teaching artifacts.</p>	<p>that have a demonstrable impact on student success.</p> <ul style="list-style-type: none"> • The adoption of new pedagogies, such as service learning, undergraduate research, flipped courses, etc. • The application of assessment practices that go beyond required institutional means of assessment and that have been used to refine teaching methods. <p>Portfolio information may state or imply evidence of effective teaching practices in the summary of innovative teaching artifacts.</p> <p>Portfolio information implies a connection between the nominee’s teaching philosophy and evidence of teaching excellence. An</p>			

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	Portfolio information makes a clear connection between the nominee's teaching philosophy and evidence of teaching excellence. There is compelling, reflective analysis on how feedback from students and peers informed one's developing practice as a professional educator.	explanation on how feedback from students and peers informed teaching is implied.			
<p>Strongly Committed to Teaching and Learning</p> <p>Overall, application materials demonstrate that the nominee is strongly committed to teaching and learning as demonstrated through activities designed to advance the quality and practice of teaching and learning.</p> <p>Examples include: application of pedagogical principles, development of critical</p>	<p>The portfolio has exemplary documentation that the nominee is strongly committed to teaching and learning as demonstrated through a diverse range of activities designed to advance the quality and practice of teaching and learning. Application includes exemplary evidence of multiple activities related to nominee's commitment to teaching and learning.</p>	<p>The portfolio has some documentation that the nominee is committed to teaching and learning as demonstrated through activities designed to advance the quality and practice of teaching and learning. Application includes some evidence of activities related to nominee's commitment to teaching and learning. Examples might include:</p> <ul style="list-style-type: none"> • Conducting workshops on or off campus. 	Application focuses on evidence of classroom teaching with little to no evidence of activity beyond the classroom to demonstrate the nominee's commitment to teaching and learning.	Insufficient evidence that the nominee is strongly committed to teaching.	(x1)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
thinking and problem-solving skills; creativity, and/or global and multicultural understanding.	<p>Examples might include:</p> <ul style="list-style-type: none"> • Conducting workshops on or off campus. • Conducting a Scholarship of Teaching and Learning project. • Participating in faculty learning communities. • Leading book discussion groups. • Providing professional service to campus or professional committees that focus on teaching and learning. 	<ul style="list-style-type: none"> • Conducting a Scholarship of Teaching and Learning project. • Participating in faculty learning communities. • Leading book discussion groups. • Providing professional service to campus or professional committees that focus on teaching and learning. 			
<p>Commitment to Fostering Academic Success of Students</p> <p>Has a strong commitment to fostering the academic success of students through interaction with students outside of the classroom (e.g.,</p>	<p>The portfolio has exemplary documentation of the applicant's commitment to and record of achieving student success through activities that transcend the classroom, such as advising student organizations related to</p>	<p>The portfolio has some documentation or implies the applicant's commitment to and record of achieving student success through activities that transcend the classroom, such as advising student organizations related to one's discipline,</p>	<p>Application lists interactions with students outside of the classroom but does not provide an in-depth description of those interactions and provides little to no discussion of the impact of those interactions on student success.</p>	<p>Insufficient evidence for commitment to fostering academic success of students.</p>	(x1)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
advising, mentoring, recruiting, recommending, coaching, etc.)	<p>one's discipline, mentoring students, coordinating special programs, etc. Application provides exemplary evidence of the impact of these activities on student success.</p> <p>Evidence might include:</p> <ul style="list-style-type: none"> • Mentored student research; • Mentored student publications; • Mentored student service learning activities; • Statements from current and former students; • Student evaluations of student organization advisement activities; • Student recruitment; • Recommendations for student awards or academic advancement; 	<p>mentoring students, coordinating special programs, etc. Application provides some evidence or implies the impact of these activities on student success.</p> <p>Evidence might include:</p> <ul style="list-style-type: none"> • Mentored student research; • Mentored student publications; • Mentored student service learning activities; • Statements from current and former students; • Student evaluations of student organization advisement activities; • Student recruitment • Recommendations for student awards or academic advancement; • Mentoring/coaching student performances. 			

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<ul style="list-style-type: none"> Mentoring/coaching student performances. 				
					Total

Excellence in Scholarship and Creative Endeavors Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All text documents combined into a single PDF file		
Portfolio text formatted with 1" margins & ≥12-point font		
*Portfolio length ≤ 15-pages (does not include copies of publications) Visual Work Documentation: For documentation of visual work, provide a website URL or attached portfolio containing up to 10 jpeg images, 150 dpi, and 1000 ppi maximum size in either height or width. Each image should be titled with the applicant's first name-dot-last name and a number specifying the image (juana.doe1.jpg, juana.doe2.jpg, etc.). Include with your text documents an image list containing 1) file name, 2) title of artwork, 3) medium, 4) size, 5) year for each corresponding attached image, following this format: 1) juana.doe1.jpg 2) wayfinder 3) oil painting 4) 18 x 24" 5) 2017 There are no limitations on media (may also include documentation images of performances, installation views, video stills, etc.). Website URLs with alternative media, animation, video, etc. will also be accepted with accompanying documentation as specified above.		
Faculty Excellence Nomination Form		
Nomination Letter from Nominator highlighting noteworthy scholarly/creative endeavors during the previous five years and explaining how the candidate meets the criteria (1-2 pages)		
Letter of support from chair highlighting the submitted scholarly works/creative endeavors with respect to depth of scholarship, originality, peer/juried review, competitiveness and reputation of the venue in which the works appear; how widely the scholarship is disseminated; and their relationship to the state of the discipline. (1-2 pages)		
Two additional letters of support that evaluate the submitted scholarly works/creative endeavors with respect to depth of scholarship, originality, peer/juried review, competitiveness and reputation of the venue in which the works appear, how widely the scholarship/creative endeavors are disseminated, and their relationship to the state of the discipline. (1-2 pages per letter)		
Chronological listing (most recent to oldest) of scholarly/creative endeavors to be considered within the previous five years. (1-3 pages)		

A reflective statement by the candidate that describes how their scholarship/creative endeavors are integrated with their teaching. (1-2 pages).		
Copies/evidence of peer-reviewed or juried scholarly or creative work.		
Letter of support from the Dean summarizing the quality of the nominee's scholarly/creative work. (1-2 pages)		

Also, before evaluating the portfolio for the quality of scholarship, please review the contents for the following:

- Does the portfolio contain copies of manuscripts that have been accepted for publication but have not yet been published? If so, do not consider those manuscripts.
- Does the portfolio contain published material that the nominee produced while at another institution? If so, do not consider that material.

For every publication listed, does the nominee provide title, date, and source of the publication as well as information about the publications' peer/jury review processes and the selectivity of the processes? Do not consider **publications for which this information was not provided.**
For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence	Score
Depth of Scholarship and Creative Endeavors Depth of scholarship, originality, peer review, competitiveness and reputation of the venue in which the work appears.	The nominee's published scholarship and/or creative work reflects a considerable body of peer-reviewed or juried work and the journals/book publishers or venues are consistently of high quality and acceptance for publication or creative works in those venues is highly competitive.	The nominee's peer-reviewed published scholarship or juried creative work reflects a considerable body of work and some of the venues are rated as high-quality or highly-competitive. Creative Works. In the case of creative works, it is important to note when a single work has been presented,	Few of the nominee's peer-reviewed published scholarship or juried creative work appeared in venues with high acceptance rates. Creative Works. In the case of creative works, it is important to note when a single work has been performed, or exhibited multiple	There is insufficient evidence to evaluate the competitiveness and selectivity of the venues in which the nominee's published scholarship or creative work appeared. Creative Works. In the case of creative works, it is important to note when a single work has been presented,	(x3)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence	Score
	Creative Works. In the case of creative works, it is important to note when a single work has been presented, performed, or exhibited multiple times and the competitiveness of the venues in which the work was presented, performed, or exhibited.	performed, or exhibited multiple times and the competitiveness of the venues in which the work was presented, performed, or exhibited.	times and the competitiveness of the venues in which the work was presented, performed, or exhibited.	performed, or exhibited multiple times and the competitiveness of the venues in which the work was presented, performed, or exhibited.	
Breadth and Scope of Dissemination of Scholarship and Creative Endeavors Breadth and scope of dissemination of scholarship (how widely the published work is disseminated). Evidence of dissemination of scholarly work may include but is not limited to number of	Evidence provided by the nominee indicates that the work has been widely disseminated among and cited by other scholars. Creative Works. This criterion includes the number of times a single creative work (if you are a playwright or visual artist) has been presented (or in the	Evidence provided by the nominee indicates that the work has been moderately received and cited by other scholars. Creative Works. This criterion includes the number of times a single creative work (if you are a playwright or visual artist) has been presented performed	Evidence provided by the nominee indicates that the work has had relatively limited reception or citation by other scholars. Creative Works. This criterion includes the number of times a single creative work (if you are a playwright or visual artist) has been presented performed	There is insufficient evidence to evaluate the degree to which the nominee's work has been disseminated among other scholars. Creative Works. This criterion includes the number of times a single creative work (if you are a playwright or visual artist) has been presented performed	(x2)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence	Score
times a work has been cited by other scholars.	case of theatre designers/performers /directors) where it is performed or exhibited or the inclusion or citation of the work in special collections or reproductions in publications or digital media intended for professional and scholarly audiences.	or exhibited (or in the case of theatre designers/performer s/directors) the quality/prestige of the venue or the inclusion or citation of the work in special collections or reproductions in publications or digital media intended for professional and scholarly audiences.	or exhibited (or in the case of theatre designers/performer s/directors) the quality/prestige of the venue or the inclusion or citation of the work in special collections or reproductions in publications or digital media intended for professional and scholarly audiences.	or exhibited (or in the case of theatre designers/performer s/directors) the quality/prestige of the venue or the inclusion or citation of the work in special collections or reproductions in publications or digital media intended for professional and scholarly audiences.	
Relationship to the Discipline Relationship to the state of the discipline.	The nominee’s materials, including letters of support from internal and external peers, indicate that the scholar’s work is highly significant to the discipline.	The nominee’s materials represent a considerable body of scholarly work, but evaluations of significance of the scholarship for the discipline are not consistent.	The nominee’s materials indicate limited significance of the scholarship for the discipline, although the quantity of the scholarship may be relatively substantial.	There is insufficient evidence to evaluate the significance of the scholarly/creative work to the nominee’s discipline.	(x1)
Types of Achievement Types of achievement recognized by accrediting bodies applicable to that discipline.	One or more of the applicant’s publications or peer-reviewed presentations has received recognition by the relevant accrediting body or	One or more of the applicant’s publications or peer-reviewed presentations has received citations of the work in the organization’s media,	None of the applicant’s publications or presentations has received any form of recognition from the relevant accrediting	There is insufficient evidence to evaluate recognition of the scholarly/creative work by the relevant discipline bodies.	(x1)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence	Score
	<p>disciplinary association.</p> <p>Such recognition includes awards, and may also include special mention in media outlets, citations of the work in the organization's media, etc.</p>	<p>etc., but none of the publications or presentations has received awards.</p>	<p>body or disciplinary association.</p>		
					Total

Excellence in Scholarship of Teaching and Learning (SoTL) Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins, single or double-spaced, & ≥12-point font		
*Portfolio length ≤ 20-pages (not including table of contents)		
Table of contents (not included with page count)		
Nomination letter from chair noting highlights of the nomination portfolio. (1-2 pages)		
A teaching philosophy narrative that outlines how the nominee's research questions and the related goals, theories, and methods of their scholarship activities support his/her teaching philosophy. (1-2 pages)		
Data/evidence of the impact of their teaching techniques/pedagogies on student learning and its potential impact on teaching and learning in the discipline. (3-5 pages)		
Condensed curriculum vitae that includes relevant scholarship of teaching and learning (SoTL) presentations, articles and/or publications. (2-3 pages)		
One or two of letters of support from colleagues qualified to comment on the value and quality of the nominee's scholarship of teaching and learning activities, and its impact in improving undergraduate/graduate education. These letters should describe how the nominee's activities have contributed knowledge in the field and how it has enhanced the learning of students.		

For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>Engaged in the Systematic Examination of Issues</p> <p>Engaged in the systematic examination of issues about student learning and instructional conditions</p>	Portfolio demonstrates exemplary documentation of the systematic examination of issues about student learning and instructional conditions that promote learning	Portfolio includes documentation of the systematic examination of issues about student learning and instructional conditions that promote learning and build on previous	Portfolio describes a novel teaching strategy and some attempt to evaluate the impact of the strategy on student learning and instructional conditions that promote learning.	Insufficient evidence that the nominee is engaged in the systematic examination of issues about student learning and instructional conditions that promote learning	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
that promote learning and build on previous scholarship.	<p>and build on previous scholarship. For example, the documentation might include:</p> <ul style="list-style-type: none"> • Observations of students’ learning challenges or successes; • Review of literature related to observations; • Development of a research question and hypotheses on teaching interventions related to the observation; • Testing of hypotheses; • Dissemination of results. <p>References to previous scholarship with a description of how that prior research is related to the applicant’s scholarship</p>	<p>scholarship; however, the systematic approach or systematic examination is not clear. For example, documentation might be missing or have unclear documentation of the following:</p> <ul style="list-style-type: none"> • Observations of students’ learning challenges or successes; • Review of literature related to observations; • Development of a research question and hypotheses on teaching interventions related to the observation; testing hypotheses; • Dissemination of results. <p>References to previous scholarship with a description of how that prior research is related to the applicant’s scholarship.</p>	<p>Applicant’s prior scholarship is not noted. For example, documentation might be missing or have unclear documentation for 3 or 4 of the following:</p> <ul style="list-style-type: none"> • Observations of students’ learning challenges or successes; • Review of literature related to observations; • Development of a research question and hypotheses on teaching interventions related to the observation; testing hypotheses; • Dissemination of results. <p>References to previous scholarship with a description of how that prior research is related to the applicant’s scholarship</p>	and build on previous scholarship.	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>Documented use of Strategies</p> <p>Documented the use of strategies for investigating and evaluating the impact of teaching practice on student learning, anchored in the research literature.</p>	<p>Portfolio includes an exemplary, detailed documentation of the strategies for investigating and evaluating the impact of teaching practice on student learning, anchored in the research literature. For example: The applicant provides a detailed description of research methodology and explains how the methodology was related to prior research.</p>	<p>Portfolio includes a general description of documentation of the strategies for investigating and evaluating the impact of teaching practice on student learning, anchored in the research literature. For example: The applicant provides a brief description of research methodology and explains how the methodology was related to prior research.</p>	<p>Portfolio includes a brief description of documentation of the strategies for investigating and evaluating the impact of teaching practice on student learning, anchored in the research literature. For example: The applicant does not provide an adequate description of methodology or provides a vague description of the methodology and little to no reference to prior research.</p>	<p>Insufficient evidence of documented use of strategies.</p>	
<p>Public, Peer Reviewed, and Critiqued Scholarship</p> <p>Engaged in scholarship that is public, peer reviewed and critiqued.</p>	<p>Portfolio includes exemplary references to public, peer-reviewed, and critiqued scholarship. Examples might include:</p> <ul style="list-style-type: none"> • Critiques of pertinent publications or presentations; 	<p>Portfolio includes references to public, peer-reviewed, and critiqued scholarship; however, the information is general and/or not clear. Examples might include:</p> <ul style="list-style-type: none"> • Critiques of pertinent publications or presentations; 	<p>Portfolio implies references to public, peer-reviewed, and critiqued scholarship; however, the information is not clear or missing. Examples might include:</p> <ul style="list-style-type: none"> • Critiques of publications or presentations; 	<p>Insufficient evidence that scholarship is public, peer reviewed, and critiqued.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<ul style="list-style-type: none"> Self-reflections on publications or presentations. <p>Feedback provided by peers and how feedback was incorporated to improve the SoTL project.</p>	<ul style="list-style-type: none"> Self-reflections on publications or presentations. <p>Feedback provided by peers and how feedback was incorporated to improve the SoTL project.</p>	<ul style="list-style-type: none"> Self-reflections on publications or presentations. Feedback provided by peers and how feedback was incorporated to improve the SoTL project. 		
<p>Scholarship Contributes to New Questions and Knowledge</p> <p>Produced scholarly work that contributes new questions and knowledge about teaching and learning.</p>	<p>The portfolio demonstrates exemplary documentation of how the applicant’s peer-reviewed work contributes new questions and knowledge about teaching and learning. Examples might include:</p> <ul style="list-style-type: none"> Redesign of 1 or more courses; Use of new innovative teaching strategies; Development of open educational resources; Use of AAC&U high impact practices (GC 	<p>The portfolio has documentation on how the applicant’s peer-reviewed work contributes new questions and knowledge about teaching and learning. Examples might include:</p> <ul style="list-style-type: none"> Redesign of a course; Use of new innovative teaching strategies; Development of open educational resources; Use of AAC&U high impact practices (GC transformative experiences); 	<p>The portfolio has inadequate documentation of how the applicant’s peer-reviewed work contributes new questions and knowledge about teaching and learning.</p>	<p>Insufficient evidence that the scholarship contributed to new questions and knowledge.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	transformative experiences); <ul style="list-style-type: none"> Use of AAC&U Leap Value Rubrics. 	<ul style="list-style-type: none"> Use of AAC&U Leap Value Rubrics. 			
Well-Articulated Teaching Philosophy Developed a well-articulated teaching philosophy that drives research questions.	Applicant has an exemplary, well-articulated teaching philosophy that drives research questions. For example: <ul style="list-style-type: none"> The narrative explicitly states the connection between teaching philosophy and SoTL research. The teaching philosophy is grounded in reflection on his/her teaching and informed by pedagogical theory.	Applicant has a teaching philosophy that relates to research questions. For example: <ul style="list-style-type: none"> The narrative implies the connection between teaching philosophy and SoTL research. The teaching philosophy is not clearly grounded in reflection on his/her teaching and informed by pedagogical theory.	Applicant describes teaching philosophy but does not explain how philosophy was developed or how it shaped SoTL research.	Insufficient evidence that the teaching philosophy is well-articulated.	
Documented Dissemination of Scholarship Results Documented the dissemination of their scholarship results.	The portfolio focuses on courses taught that were included in the applicant's scholarship. There is exemplary documentation of dissemination of scholarship results. Examples might include: <ul style="list-style-type: none"> Faculty development workshops; 	The portfolio focuses on courses taught that were included in the applicant's scholarship. There is general documentation of dissemination of scholarship results. Examples might include: <ul style="list-style-type: none"> Faculty development workshops; 	The portfolio includes courses taught but connections to documentation of dissemination of scholarship results are not clear.	Insufficient evidence of documentation of dissemination of scholarship results for the last 3-5 years.	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<ul style="list-style-type: none"> • Peer-reviewed conference podium presentations; • Peer-reviewed conference poster presentations; • Peer-reviewed journal articles. • Invitations to speak at conference presentations. 	<ul style="list-style-type: none"> • Peer-reviewed conference podium presentations; • Peer-reviewed conference poster presentations; • Peer-reviewed journal articles. • Invitations to speak at conference presentations. 			
					Total

Excellence in Online Teaching Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins & ≥12-point font		
*Portfolio length ≤ 20-pages (not including table of contents)		
Table of contents (not included with page count)		
Nomination letter from dean and one of more letters of support from colleagues qualified to comment on the nominee's teaching		
Condensed curriculum vitae (2-3 pages)		
Reflective statement summarizing teaching and learning philosophy, strategies and objectives as applied to the online environment (1-2 pages)		
Brief summary of 2-3 innovative teaching artifacts or practices used in the online environment to promote student success (1-page)		
One or more letters of support from recent and/or past students		
A well-organized set of documents that provide evidence of teaching excellence (e.g., data showing success of the nominee's students, selected components of course syllabi, handouts, methods of assessing student learning, and achievement that go beyond student evaluations, examinations, summaries of recent student evaluations, peer evaluations, student mentoring/advising, peer mentoring, service and scholarship relevant to promoting online education, etc.). Brief explanation about how the documents included support the nominee's excellence in teaching.		

For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
Strong Commitment to Online Teaching and Learning Application materials demonstrate that the nominee is strongly committed to quality online teaching and	The portfolio has exemplary documentation that the nominee is strongly committed to online teaching and learning as demonstrated	The portfolio has some documentation that the nominee is committed to teaching and learning as demonstrated through activities designed to advance	The portfolio focuses on evidence of online teaching with little to no evidence of activity beyond the online courses to demonstrate the nominee's	Insufficient evidence that the nominee is strongly committed to teaching.	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>learning as evidenced by teaching, service and scholarly activities designed to advance the quality of online teaching and learning.</p>	<p>through activities designed to advance the quality and practice of teaching and learning. The portfolio includes exemplary evidence of multiple activities related to nominee's commitment to teaching and learning. Examples might include:</p> <ul style="list-style-type: none"> • Conducting workshops on or off campus related to online teaching and learning; • Conducting a Scholarship of Teaching and Learning project related to online teaching and learning; • Participating in faculty learning communities related to online 	<p>the quality and practice of teaching and learning. The portfolio includes some evidence of activities related to nominee's commitment to teaching and learning. Examples might include:</p> <ul style="list-style-type: none"> • Conducting workshops on or off campus • Conducting workshops on or off campus related to online teaching and learning; • Conducting a Scholarship of Teaching and Learning project related to online teaching and learning; • Participating in faculty learning communities related to online teaching and learning; 	<p>commitment to online teaching and learning.</p>		

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<p>teaching and learning;</p> <ul style="list-style-type: none"> • Leading book discussion groups related to online teaching and learning; • Providing professional service to campus or professional committees that focus on online teaching and learning. 	<ul style="list-style-type: none"> • Leading book discussion groups related to online teaching and learning; • Providing professional service to campus or professional committees that focus on online teaching and learning. 			
<p>Use of Effective and Innovative Online Teaching Practices Use of effective and innovative online teaching practices that result in student engagement, student satisfaction, and effectiveness in achieving desired learning outcomes.</p>	<p>The portfolio provides multiple exemplary examples of effective and innovative online teaching practices.</p> <p>For example:</p> <ul style="list-style-type: none"> • The development of innovative online learning activities that have a demonstrable impact on student success; 	<p>The portfolio provides a few examples of effective and innovative online teaching practices. For example:</p> <ul style="list-style-type: none"> • The development of innovative online learning activities that have a demonstrable impact on student success; • The adaptation of active learning pedagogies to the online 	<p>The portfolio implies evidence of effective and innovative online teaching practices.</p>		

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<ul style="list-style-type: none"> • The adaptation of active learning pedagogies to the online environment, such as service learning, undergraduate research, collaborative learning, etc.; • The application of assessment practices that go beyond required institutional means of assessment and that have been used to refine teaching methods; • There is clear alignment across stated learning objectives, assessments, and learning activities. <p>Portfolio information provides exemplary evidence of effective and innovative</p>	<p>environment, such as service learning, undergraduate research, collaborative learning, etc.;</p> <ul style="list-style-type: none"> • The application of assessment practices that go beyond required institutional means of assessment and that have been used to refine teaching methods; • Alignment across stated learning objectives, assessments, and learning activities can be inferred. <p>Portfolio information may state or imply evidence of effective teaching practices in the summary of innovative teaching artifacts.</p> <p>The portfolio information implies a</p>			

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	<p>teaching practices in the summary of innovative teaching artifacts.</p> <p>The portfolio information makes a clear connection between the nominee's teaching philosophy and evidence of online teaching excellence. There is an explanation on how feedback from students and peers informed teaching.</p>	<p>connection between the nominee's teaching philosophy and evidence of online teaching excellence. An explanation on how feedback from students and peers informed teaching is implied.</p>			
<p>Commitment to Fostering Academic Success of Online Students demonstrates an extraordinary commitment to fostering the academic success of online students through the development of rapport with individual learners in</p>	<p>The portfolio has exemplary documentation of the applicant's commitment to and record of fostering the academic success of online students' success through the development of rapport with individual learners and frequent interaction with</p>	<p>The portfolio has some documentation or implies the applicant's commitment to and record of fostering the academic success of online students' success through the development of rapport with individual learners and frequent interaction with</p>	<p>The portfolio lists examples of online interactions with students and provides little to no discussion of the impact of those interactions on student success.</p>	<p>Insufficient evidence for determining commitment to fostering academic success of students.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
and beyond the virtual classroom.	students in the online environment. Evidence might include: <ul style="list-style-type: none"> • Letters from former students; • Maintaining virtual office hours; • Examples of timely and constructive feedback on student work; • Responsiveness to student questions and concerns; • Providing an easy-to-navigate online course environment; • Ensuring that all course materials are universally accessible. 	students in the online environment. Evidence might include: <ul style="list-style-type: none"> • Letters from former students; • Maintaining virtual office hours; • Examples of timely and constructive feedback on student work; • Responsiveness to student questions and concerns; • Providing an easy-to-navigate online course environment; • Ensuring that all course materials are universally accessible. 			
					Total

Teaching Excellence for Department or Program Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins, double or single-spaced, & ≥12-point font		
*Portfolio length ≤ 20-pages (not including table of contents)		
Table of contents (not included with page count)		
A nomination letter from the college Dean (1-2 pages)		
A narrative statement from the department or program that outlines its philosophy as a community of faculty, and its goals and strategies for making a difference in the academic success of students. This statement should address the criteria for the award. (2-3 pages)		
A fact profile for the department or program. (1 page)		
Data showing student success such as graduation rates, student retention, job placement, acceptance to other schools, etc.		
A concise, clear, and well-organized collection of evidence that details the department's or program's distinctive efforts to foster good teaching and therefore student learning. Suggestions for the kinds of evidence that might be included in this collection are found in the award criteria. These documents should be accompanied by a brief explanation of why they are included in the dossier, i.e., how they document the excellence of the department's teaching.		

For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
<p>Efforts to Improve Teaching and Student Learning</p> <p>Individual and collective faculty efforts to improve teaching and student learning.</p>	<p>There is exemplary documentation on the individual and collective faculty efforts to improve teaching and student learning.</p>	<p>There is documentation of a few examples for individual and collective faculty efforts to improve teaching and student learning.</p>	<p>The documentation implies documentation of individual and collective faculty efforts to improve teaching and student learning.</p>	<p>The documentation implies documentation of individual and collective faculty efforts to improve teaching and student learning.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
<p>Methods and Use of Assessment</p> <p>Methods of assessment of student learning and achievement that go beyond student evaluations, and the use of assessment results to inform teaching practices, and curriculum development and revision.</p>	<p>There is exemplary documentation for methods of assessment of student learning and achievement that go beyond student evaluations.</p> <p>For example:</p> <ul style="list-style-type: none"> • A variety of quantitative and qualitative measures is used to assess student learning across the curriculum. • Assessment data are used to inform teaching practices. • Assessment data are used to inform curriculum development and revision. 	<p>There is some documentation for methods of assessment of student learning and achievement that go beyond student evaluations.</p> <p>For example:</p> <ul style="list-style-type: none"> • A variety of quantitative and qualitative measures is used to assess student learning across the curriculum. • Assessment data are used to inform teaching practices. • Assessment data are used to inform curriculum development and revision. 	<p>Documentation for methods of assessment of student learning and achievement that go beyond student evaluations is implied.</p>	<p>Insufficient evidence for use of assessment methods and use.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
<p>Active Support for Faculty</p> <p>Active support to enable faculty to use innovative and effective forms of pedagogy and technology, e.g., critical thinking, collaborative learning, cooperative learning, problem-based learning, learning communities, etc.</p>	<p>There is exemplary document for active support to enable faculty to use innovative and effective forms of pedagogy and technology.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Stipends or grants for course revision or new course development; • Course releases to develop new courses or revise existing courses; • Support beyond normal professional development funding for faculty to learn about innovative pedagogies. 	<p>The department/program offers some forms of support to faculty to develop or adopt innovative pedagogies, e.g., allowing faculty to use their professional development funds to attend teaching-focused conferences and workshops; mini-grants or stipends for course development or revision, etc.</p>	<p>The department/program does little to actively encourage and support its faculty to adopt innovative pedagogies or best teaching practices.</p>	<p>Insufficient evidence for active support of faculty.</p>	
<p>Strong Links between Good Teaching and Awards</p> <p>Strong links between good teaching and various rewards (e.g., compensation,</p>	<p>There is exemplary documentation about the strong links between good teaching and various awards.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Compensation; • Promotion; 	<p>There is some documentation about the links between good teaching and various awards.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Compensation; • Promotion; 	<p>The documentation about the links between good teaching and various awards is implied.</p>	<p>Insufficient evidence of strong links between good teaching and awards.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
promotion, tenure, grants, leaves, travel, departmental or program-based awards, etc.).	<ul style="list-style-type: none"> • Tenure and promotion guidelines; • Professional leaves; • Travel support; • Department or program-based awards. 	<ul style="list-style-type: none"> • Tenure and promotion guidelines; • Professional leaves; • Travel support; • Department or program-based awards. 			
<p>Department/Unit Policies Encourage Collaborative Faculty Efforts</p> <p>Department/unit policies that encourage collaborative faculty efforts, including team teaching, teaching discussion groups, common assessments, interdisciplinary courses, learning communities, mentoring, etc.</p>	<p>There is exemplary documentation about how the department/program policies encourage collaborative faculty efforts.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Team teaching; • Teaching discussion groups; • Common assessments; • Interdisciplinary courses; • Learning communities; • Mentoring, etc. 	<p>There is documentation about how the department/program policies encourage collaborative faculty efforts.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Team teaching; • Teaching discussion groups; • Common assessments; • Interdisciplinary courses; • Learning communities; • Mentoring, etc. 	<p>The documentation about how the department/program policies encourage collaborative faculty efforts is implied.</p>	<p>Insufficient evidence that department/unit policies encourage collaborative faculty efforts.</p>	
<p>Ongoing Data-driven Process for Reviewing & Shaping Curricula</p>	<p>There is exemplary documentation about how an ongoing and data-driven process for</p>	<p>There is a statement about how an ongoing and data-driven process for reviewing and</p>	<p>The documentation about how an ongoing and data-driven process for reviewing and</p>	<p>Insufficient evidence that there is an ongoing data-driven process for</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
An ongoing and data-driven process for reviewing and reshaping curricula so that achieving academic excellence and serving the needs of all students remain as top priorities.	reviewing and reshaping curricula so that achieving academic excellence and serving the needs of all students remain as top priorities.	reshaping curricula so that achieving academic excellence and serving the needs of all students remain as top priorities.	reshaping curricula so that achieving academic excellence and serving the needs of all students remain as top priorities is implied.	reviewing and shaping curricula.	
<p>Exemplary Programs for Student Success</p> <p>Exemplary programs for advising, mentoring, recruiting, and retaining students; co-curricular work with students; out-of-class learning.</p>	<p>There is exemplary documentation about the department / program's outstanding programs for student success.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Advising; • Mentoring; • Recruiting; • Retaining students; • Co-curricular work with students; • Internships; • Study abroad / study away; • Out-of-class learning, such as clubs or organizations. 	<p>There is documentation about the department / program's outstanding programs for student success.</p> <p>Examples might include:</p> <ul style="list-style-type: none"> • Advising; • Mentoring; • Recruiting; • Retaining students; • Co-curricular work with students; • Internships; • Study abroad / study away; • Out-of-class learning, such as clubs or organizations. 	The documentation about the department / program's outstanding programs for student success is implied.	Insufficient evidence that there are exemplary programs for student success.	
Success of Students	There is exemplary documentation on	There is some documentation on	The documentation on tracking the success of	Insufficient evidence of the department or	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Insufficient Evidence (0 points)	Score
Success of the department's or program's students, e.g., graduation, job placement, acceptance in graduate school, etc.	tracking the success of the department / program's students. Examples might include: <ul style="list-style-type: none"> • Graduation rates; • Job placement; • Acceptance in graduate school; • Student awards 	tracking the success of the department / program's students. Examples might include: <ul style="list-style-type: none"> • Graduation rates; • Job placement; • Acceptance in graduate school; • Student awards 	the department / program's students is implied or not specific.	program's student success.	
Articulation of Quality Clear articulation of how quality is defined, promoted, and assessed by the department or program.	There is exemplary, clear articulation of how quality is defined, promoted, and assessed by the department or program. Examples might include: <ul style="list-style-type: none"> • Written definitions and standards for quality teaching; • Student success standards; • Faculty service for students; • Goal setting and progress towards goal completion. 	There is some documentation on how quality is defined, promoted, and assessed by the department or program. Examples might include: <ul style="list-style-type: none"> • Written definitions and standards for quality teaching; • Student success standards; • Faculty service for students; • Goal setting and progress towards goal completion. 	The documentation on how quality is defined, promoted, and assessed by the department or program is implied.	Insufficient evidence of clear articulation of quality.	
					Total

Craig M. Turner Excellence in Service Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins & ≥12-point font		
*Portfolio length ≤ 17-pages (excluding application form)		
Faculty Excellence Application Form		
Nomination Letter from Nominator highlighting noteworthy service and explaining how the candidate meets the criteria (1-2 pages)		
Letter of support from chair that evaluates service at the department, college, university and/or professional levels using stated criteria. (1-2 pages)		
Two additional letters of support from colleagues familiar with the candidate's service and how it meets the criteria for the award. (1-2 pages per letter)		
Narrative statement describing the nature and duration of service and its impact on the university community. (1-4 pages)		
A condensed curriculum vitae that includes relevant service. (1-3 pages).		
Letter of support from the Dean summarizing the quality of the nominee's service. (1-2 pages)		

For each criterion, please score the nomination on a scale of 0-5.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>Consistent Service Record</p> <p>A consistent record of service over a period of time as distinct from a one-time contribution.</p>	<p>Nominee demonstrates sustained service (university level, school level, departmental level, professional level) over at least the past five years.</p>	<p>Nominee demonstrates consistent service over the past 3-4 years.</p>	<p>Nominee is developing a record of service through consistent service over the past 1-2 years.</p>	<p>There is insufficient evidence to evaluate the nominee's overall record of service.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
<p>Significant Contributions</p> <p>Significant contributions in the form of time, talents, and/or vision that benefit the university at any level: department or program, college, the university as a whole, professional service to the discipline/profession, and/or professional service to the community.</p>	<p>To be considered Exemplary for this criterion, the nominee must receive scores of exemplary in at least two of the following levels of service.</p>				
<p>Sustained Service to the Department</p> <p>For the purposes of this award, service to the department/program may also include service to students through advising/mentoring; advising a club or organization; etc.</p>	<p>Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the department of >5years.</p>	<p>Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the department of 3-5 years.</p>	<p>Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the department of 2 years.</p>	<p>There is insufficient evidence to evaluate nominee's contributions to the department/program.</p>	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
Sustained Service to the College	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the college of >5years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the college of 3-5 years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the college of 2 years.	There is insufficient evidence to evaluate nominee's contributions to the college.	
Sustained Service to the University	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the university of >5years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the university of 3-5 years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the university of 2 years.	There is insufficient evidence to evaluate nominee's contributions to the university.	
Sustained Service to the Discipline/Profession	Portfolio demonstrates significant contributions in terms of leadership,	Portfolio demonstrates significant contributions in terms of leadership,	Portfolio demonstrates significant contributions in terms of leadership, new	There is insufficient evidence to evaluate nominee's contributions to the discipline/profession.	

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Need More Evidence (0 points)	Score
	new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the discipline of >5years.	new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the discipline of 3-5 years.	policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the discipline of 2 years.		
Sustained Professional Service to the Community (where community is broadly defined as local, regional, state, national, and/or international)	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the local, regional, state, national, and/or international community of >5years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the local, regional, state, national, and/or international community of 3-5 years.	Portfolio demonstrates significant contributions in terms of leadership, new policies and/or procedures, curriculum revision, establishing new programs, etc. and a consistent record of service to the local, regional, state, national, and/or international community of 2 years.	There is insufficient evidence to evaluate nominee's contributions to the community.	
					Total

Rubric for the Irene Rose Community Service Award

Irene Rose Community Service Award Rubric

Note: Portfolios that do not meet the document requirements noted below will not be accepted.

Document Requirements	Yes	No
All documents combined into a single PDF file		
Portfolio formatted with 1" margins & ≥12-point font		
*Portfolio length ≤ 16 pages (excluding portfolio form)		
Faculty Excellence Portfolio Form		
Nomination Letter from Nominator highlighting noteworthy community service and explaining how the candidate meets the criteria (1-2 pages)		
Narrative statement describing their community service. (1-4 pages)		
Documentation of community service described in narrative. (1-6 pages)		
Two additional letters of support from colleagues familiar with the value and quality of the candidate's community service. (1-2 pages per letter)		

For each criterion, please score the nomination on a scale of 0-5.

Note: For the purposes of this award, paid consultancy work to local organizations should not be considered as service.

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
Service to the Central Georgia Community Service to the Central Georgia community while employed at Georgia College.	The portfolio documents a record of sustained service to a central Georgia community or community-serving organization (≥ 5 years). All of the service must have occurred while the nominee was	The portfolio provides a record of service to a central Georgia community or community-serving organization (3-5 years). All of the service must have occurred while the nominee was employed at Georgia College.	The portfolio provides a record of service to a central Georgia community or community-serving organization in the recent past (<3 years). All of the service must have occurred while the nominee was	Insufficient evidence of service to Central Georgia while employed at Georgia College.	(x1)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
	employed at Georgia College.		employed at Georgia College.		
To be considered as Exemplary overall, a nominee must score Exemplary in at least two of the following criteria:					
Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
Performance of Service Evidence of performance of service beyond normal expectations.	The portfolio demonstrates that the majority of the nominee’s community service may include but extends beyond volunteering. For example: <ul style="list-style-type: none"> • Conducting specialized research for the community or community organization; • Teaching community residents a skill based on the nominee’s expertise. 	The portfolio provides evidence that in some cases the nominee’s community service extends beyond volunteering. For example: <ul style="list-style-type: none"> • Serving on the board of a community organization. 	The portfolio provides evidence that in most cases the nominee’s community service consisted of volunteering and extended beyond volunteering in a few cases. For example: <ul style="list-style-type: none"> • Providing consistent, sustained volunteer work to one or more community organizations. 	Insufficient evidence of service beyond normal expectations.	(x 2)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
<p>Development of a Public Service Contract/Grant</p> <p>Development of a public service contract/grant that benefits the Central Georgia community.</p>	<p>The nominee has written one or more awarded grants or contracts to address community-identified needs in Central Georgia. The portfolio provides direct evidence that the grant or contract was written with significant input from community organizations and/or residents.</p>	<p>The nominee has written one or more awarded grants or contract that benefit Central Georgia. The portfolio implies input from community organizations or residents in preparing the grant.</p>	<p>The nominee has assisted in writing one or more grants or contracts that will have a direct positive impact in Central Georgia.</p>	<p>Insufficient evidence of grants or contracts that benefit the Central Georgia community.</p>	(x1)
<p>Service to Support the University Mission</p> <p>Service to support the function of the university-wide mission.</p>	<p>The nominee’s service work has resulted in multiple, new partnership opportunities between Georgia College and Central Georgia community-serving organizations. For example: Creating a health promotion program that expands the number of community partners and campus units</p>	<p>The nominee’s service work builds on existing community-campus partnerships. For example:</p> <ul style="list-style-type: none"> • Volunteer work in one or more pre-existing community service programs. • Recruiting Georgia College students, faculty, or staff to participate in pre-existing 	<p>The nominee’s service work has focused on a few existing community-campus partnerships. The relationship between the nominee’s community service and the university mission is unclear.</p>	<p>Insufficient evidence of service that supports the function of the university-wide mission.</p>	(x1)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
	involved in the program over time. Creating a tutoring program for at-risk k-12 students that expands the number of students served and campus involvement over time. The portfolio information provides exemplary evidence of connecting the nominee's community service to the university mission.	community-service programs The portfolio information implies a connection between the nominee's community service and the university mission.			
Leadership Leadership in one or more community service activities with a visible campus connection.	The nominee has provided leadership to one or more community organizations or community projects. For example: <ul style="list-style-type: none"> • Providing active service as a board member of a community organization. 	The nominee has provided leadership to one or more community organizations or community projects. The portfolio evidence implies a connection between the nominee's leadership activities and campus programs.	The nominee has a limited record of leadership in community projects or to local community organizations and the connection between the leadership activities and campus programs is unclear.	Insufficient evidence of leadership in community service activities.	(x2)

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
	<ul style="list-style-type: none"> • Leading a project or organizing fund-raising events for the organization. • Serving as the Principle Investigator for a grant to the community or a community organization. <p>The portfolio provides direct evidence that the leadership activities are directly connected to campus programs.</p>				
<p>Continuing Education</p> <p>Continuing education instruction or supervision.</p>	<p>The nominee has created new or revised existing Continuing Education programming. The portfolio information provides evidence that programming changes were a direct result of input from local community</p>	<p>The nominee has a sustained record of Continuing Education teaching or supervision. The portfolio information implies evidence that the nominee’s Continuing Education teaching or supervision activities were influenced by community input.</p>	<p>The nominee has some or occasional experience in Continuing Education teaching or supervision.</p>	<p>Insufficient evidence of excellence in Continuing Education instruction or supervision.</p>	<p>(x1)</p>

Criteria	Exemplary (5 points)	Rising Star (3 points)	Beginning to Launch (1 point)	Needs More Evidence (0 points)	Score
	organizations or residents.				
					Total