

EDUCATOR OF THE YEAR:

BOARD OF TRUSTEES

AWARD FOR **EXCELLENCE**

IN TEACHING

**DO YOU KNOW AN OUTSTANDING EDUCATOR?**

**2009-2010 AWARD PROGRAM  
ANNOUNCEMENT AND GUIDELINES**



**Minnesota  
STATE COLLEGES  
& UNIVERSITIES**

*"As a newcomer to the selection process, I was a bit overwhelmed by the magnitude of the task at hand. But, once engaged, thought the process worked beautifully and the best-of-the-best ultimately surface."*

*Systemwide Review Committee Member, 2009*

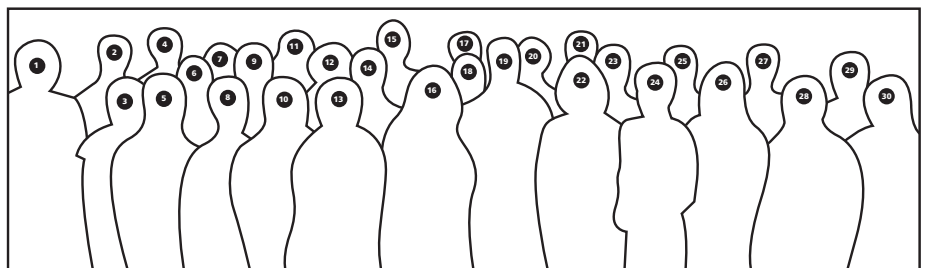
## ABOUT THE AWARD

The Board of Trustees Educator of the Year Award for Excellence in Teaching is an honor bestowed upon Minnesota State Colleges and Universities faculty to acknowledge and reward exceptional individual professional accomplishment, and to encourage ongoing excellence, in teaching.

This award is intended to recognize superior teaching at our colleges and universities. The award proclaims, on behalf of the entire system, the Board of Trustees' pride in the dedication and accomplishment of our faculty in providing instruction that prepares Minnesota's college and university students for their professional, scholarly, and civic lives.

All faculty who are currently full-time and unlimited, tenured, or tenure-track, and who have at least three years of full-time teaching service at their home institution are eligible for this award. Faculty, however, may not self-nominate. Nominators must be members of the college or university community: faculty, administrators, students, staff, or community members. Faculty who are designated as Outstanding Educators by their campus president must prepare a teaching portfolio which will be reviewed by a systemwide review committee. This committee will recommend the Educator of the Year award winners.

In 2007, the Board of Trustees recognized 29 Outstanding Educators and three Award Winners; in 2008, 24 Outstanding Educators and four Award Winners; in 2009, 29 outstanding educators and four award winners were recognized.



### 2010 Outstanding Educators (See Cover Photo)

1. Trustee David Olson • 2. Trustee Dan McElroy • 3. Kimberlee Giermann, *Biology and Chemistry* • 4. David Rayson, *History* • 5. Cynthia Annable, *Respiratory Care Practitioner* • 6. Julie Johnson, *Physics* • 7. Laurel Watt, *Reading* • 8. Judith Canney, *Child Development and Education* • 9. Mitch Kohanek, *Wood Finishing* • 10. Michelle Briski, *Medical Laboratory Technician* • 11. Kim Schmitzer, *Paramedic* • 12. Michele Jersak, *Counseling* • 13. Lynn Dreese, *Biology* • 14. Ronald Haraldson, *Chemistry* • 15. James Brewster, *Electrical* • 16. Deborah Roiger, *Biology* • 17. Benjamin Smith, *Music* • 18. Lynn Bollman, *Fine Art* • 19. Dorian Beaulieu, *Art* • 20. Don Baldus, *Mathematics* • 21. Joseph Rine, *Counseling and Advising* • 22. Tawnda Bickford, *Psychology* • 23. Ernie Parker, *Fluid Power Engineering Technology* • 24. Danyel Helgeson, *Nursing* • 25. Chris Austin, *Economics* • 26. Debbie Allen, *Legal Administrative Assistant* • 27. Kari Frisch, *Speech* • 28. Kris Peleg, *English* • 29. Chancellor James McCormick • 30. Senior Vice Chancellor Linda Baer

Not pictured: Darcy Lease-Gubrud, *Music* • Jean Marconett, *Health and Physical Education* • Linda Ostrand, *Sociology*

## WINNERS RECEIVE

### Educator of the Year

Hand-crafted gold medallion suitable for wearing with academic regalia  
Framed certificate of recognition as an Educator of the Year  
Campus recognition  
Media recognition  
Choice from several award options (value: up to \$5,000)  
Invitation to the Awards Banquet on April 21, 2010 (hotel expenses paid)

### Outstanding Educator

Hand-crafted silver medallion suitable for wearing with academic regalia  
Framed certificate of recognition as an Outstanding Educator  
Invitation to the Awards Banquet on April 21, 2010 (hotel expenses paid)  
Campus recognition  
Media recognition



*"It was a fabulous event—awe inspiring and an excellent reminder of why we all do the work we do. I have had a smile on my face all day. It was classy in a modest sort of way—just like the awardees!"*

*Leslie Mercer, Office of the Chancellor*

## NOMINATE AN OUTSTANDING EDUCATOR

### Award Eligibility

- Nominees must currently be full-time and unlimited, tenured, or tenure-track faculty of any academic rank.
- Nominees must have completed at least 3 years of full-time teaching at their home institution.
- Faculty may not self-nominate.
- Nominator must be a faculty colleague, administrator, student, staff member, alumni, or community member.
- Each college or university president may forward one name per 2,000 FYE (see institutional allocations on p. 11).
- A maximum of 70 Outstanding Educators may be designated across the system.
- A maximum of up to 6 Outstanding Educators may be recommended by the Systemwide Review Committee.

### College and University Committee Procedures

A college or university president may obtain nominations through an existing teaching award process or a new committee, provided that:

- The nomination committee functions following standard governance policies
- A broad-based, well-publicized process is used to solicit nominations from faculty, students, alumni, administration, and community members
- An objective and unbiased evaluation of the nominees' qualifications is ensured
- Confidentiality in all committee operations is maintained
- The committee makes a nomination form available across the institution
- The committee assists those faculty members designated by their campus president as Outstanding Educators in the preparation of a teaching portfolio
- The committee reviews each teaching portfolio and completes the Outstanding Educator Packet before forwarding to their President

*"The board's Outstanding Educators are living examples of how the core of program and college excellence is teaching and learning. These teachers are the ones who bring knowledge, experience, and a passion for learning to our students."*

*James McCormick, Chancellor*



## TEACHING PORTFOLIO

Once designated as an Outstanding Educator, a faculty member must create a teaching portfolio to demonstrate consistently exemplary teaching and to provide evidence of their contributions to student learning. The portfolio must be organized in no fewer than six sections, include appendices of supporting materials, and be packaged in a 3-ring binder no thicker than 2 inches. The portfolio:

- Begins with a statement of teaching philosophy (Section A)
- Includes a curriculum vitae or resume' (Section B)
- Addresses the following selection criteria in Sections C-F
  - C. Teaching strategies and materials
  - D. Content expertise and professional growth
  - E. Service to students, profession, institution, and system
  - F. Standards for assessment of student learning and performance

## OUTSTANDING EDUCATOR REQUIRED MATERIALS

The program Web site <http://botowards.mnscu.edu> provides downloadable copies of this brochure and separate download links to the Recommendation Packet Forms. A Recommendation Packet consists of:

- Cover sheets containing a checklist of required portfolio components, a statement of eligibility certification, and college or university adherence to program procedures
- Presidential Endorsement Letter
- Description of Campus Nomination Procedure
- Summary of five pages or fewer that details the committee's and institution president's rationale for selecting an Outstanding Educator, and providing assurance of an objective, impartial competitive process. The Summary shall not be written by the faculty member selected as an Outstanding Educator
- Teaching Portfolio



*"It was humbling to be in the presence  
of so many outstanding teachers."*

*Donovan Schwichtenberg, President, Saint Paul College*

*“What I especially like about this program is the way that faculty demonstrate not only that they teach well, but that they are leaders in their professional and scholarly fields, and serve their colleges and communities.”*

*David Olson, Chair, Board of Trustees*

## JUDGING CRITERIA

A systemwide review committee comprising faculty appointed by their union presidents (MSCF and IFO), students appointed by state student associations (MSCSA and MSUSA), institutional administrators, and ex-officio members appointed by the Senior Vice Chancellor for Academic and Student Affairs will review each teaching portfolio to ensure that the portfolio contains substantive evidence in support of each selection criterion noted below.

- Teaching strategies and materials
- Content expertise and professional growth
- Service to students, profession, institution, system
- Standards for assessment of student learning and performance

## DEADLINE INFORMATION

Each college or university may establish a deadline for nominations and for the submission of completed teaching portfolios. The President’s Recommendation Packet Forms and the Outstanding Educator Teaching Portfolio for the Educator of the Year Award must be received by the Office of the Chancellor’s Center for Teaching and Learning by February 22, 2010.

Questions may be addressed to Lynda Milne, System Director for Faculty Development, at 651.649.5741; Martin Springborg, Program Director, at 651.649.5981; or via email at [botawards@so.mnscu.edu](mailto:botawards@so.mnscu.edu)

Complete guideline information can be found on pages 9-23 of this brochure. Download Recommendation Packet Forms at <http://botawards.mnscu.edu>



## BENEFITS OF THE AWARD

Honoring and recognizing teachers who have given distinguished service and who exemplify excellence in their profession brings acclaim to the winners, their institutions, their community, the system, and the state of Minnesota. This award, while recognizing personal achievements, makes them visible and strengthens public support of academic programs and exceptional teaching.

Winners of the award are recognized at a gala state event and their programs and institutions are given broad exposure, informing the public about the fields in which they teach but also about what makes for exceptional teaching in our public colleges and universities. By applauding the winners and the Outstanding Educators from whom they're chosen, institutions have an opportunity to celebrate the core importance of teaching and provide models for faculty and students.



*"I wasn't sure if I wanted to do a portfolio, but took it on for all those faculty in my program who never get the attention they deserve. I was really glad I did it. I have evidence now for the importance of what I and my colleagues do."*

*2009 Outstanding Educator*

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# 2009-2010 GUIDELINES AND FORMS

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## 1. AWARDS OVERVIEW

### 1.1 Purpose

The Board of Trustees Educator of the Year Award for Excellence in Teaching is intended to recognize the outstanding teaching in the Minnesota State Colleges and Universities system. The award proclaims, on behalf of the entire system, the Board of Trustees' pride in the dedication and accomplishment of our faculty in providing instruction that prepares Minnesota's college and university students for their professional, scholarly, and civic lives. The award also recognizes the core importance of the teaching mission at our system's colleges and universities, and the foundation of that mission in faculty subject expertise, skillful methods of teaching, and attention to student learning. The award reflects the commitment of the system to serving the citizens of Minnesota by providing the best possible college and university instruction.

### 1.2 Definitions

- a. *Campus Nominees* This term refers to faculty whose names are recommended for the Board of Trustees Award for Excellence in Teaching (and possibly other local teaching awards) through a campus nomination process.
- b. *Board of Trustees Outstanding Educators* This term refers to faculty designated by the President from among the Campus Nominees as Board of Trustees Outstanding Educators.
- c. *Educator of the Year* This term refers to faculty awardees chosen from among the Board of Trustees Outstanding Educators. Each year, up to six Educators of the Year are selected, by a systemwide review committee, to be honored by the Board of Trustees as representative of teaching excellence across the system.

### 1.3 Process

Each college and university president may designate from one to seven Board of Trustees Outstanding Educators and recommend them for the Board's Educator of the Year Award for Excellence in Teaching. The number of Outstanding Educators is determined as one faculty member per 2,000 student FYE. See Section 2. **Outstanding Educator Allocations** (p. 11) for details. This year, across the system, up to 70 college and university Outstanding Educators may be designated, representing about 1% of the approximately 5,500 full-time faculty in our 32 institutions.

In order to facilitate the selection of an institution's Outstanding Educators, each president may adapt existing or create new local processes that align with guidelines in Section 3.2 **Local Selection of Board of Trustees Outstanding Educators** (p. 13) and are designed to award faculty for excellence in teaching. The campus process should result in the identification of one or more faculty members recognized as Board of Trustees Outstanding Educator(s). Campus presidents will forward the names and Recommendation Packets of these Outstanding Educators to a system-level review committee.

This system-level committee will review the Presidents' Recommendation Packets which include faculty portfolios and accompanying documents. The committee will forward to the Senior Vice Chancellor the names of up to six faculty upon whom it recommends the Board of Trustees Educator of the Year Award be bestowed.

### 1.4 Nomination deadlines

Presidents' recommendations for the Board of Trustees Educator of the Year Award for Excellence in Teaching in academic year 2009-2010 are due by **February 22, 2010**. Awards will be bestowed on **April 21, 2010**.

## **2. OUTSTANDING EDUCATOR ALLOCATIONS, 2009-2010**

Institution presidents may select faculty as Board of Trustees Outstanding Educators according to numbers of student FYE, with the number of Outstanding Educators allocated at the rate of one per 2,000 FYE (rounded to the nearest whole number greater than 0). Colleges which have fewer than 2,000 FYE are eligible to recommend one Outstanding Educator. On the following page is a table of student FYE by institution from 2007-2008, specifying the numbers of "Outstanding Educator allocations" for this year. The Outstanding Educator allocation pertains only to the year in which it is published; no "banking" of unused allocations is permitted. A college or university president may elect to submit fewer than the allocated number of Outstanding Educators in any year, or none at all, without prejudice in that year or in the future. However, an institution that recommends more than the allocated number of Outstanding Educators for the award will have all of its recommendations returned for a local decision by the February 22, 2010 deadline.

## ALLOCATIONS FOR BOARD OF TRUSTEES OUTSTANDING EDUCATORS

One per 2,000 FYE students at each college or university (rounded to the nearest whole number > 0).

| Institution                                   | Actual FY2008 FYE | Outstanding Educator Allocation |
|---|-------------------|---------------------------------|
| <b>STATE COLLEGES</b>                         |                   |                                 |
| Alexandria Technical College                  | 2,109             | 1                               |
| Anoka-Ramsey Community College                | 5,113             | 3                               |
| Anoka Technical College                       | 1,527             | 1                               |
| Central Lakes College                         | 2,646             | 1                               |
| Century College                               | 6,287             | 3                               |
| Dakota County Technical College               | 2,104             | 1                               |
| Fond du Lac Tribal & Community College        | 1,320             | 1                               |
| Hennepin Technical College                    | 3,781             | 2                               |
| Inver Hills Community College                 | 3,656             | 2                               |
| Lake Superior College                         | 3,415             | 2                               |
| Minneapolis Community & Technical College     | 6,252             | 3                               |
| Minnesota State College-Southeast Technical   | 1,552             | 1                               |
| Minnesota State Community & Technical College | 4,595             | 2                               |
| Minnesota West Community & Technical College  | 2,062             | 1                               |
| Normandale Community College                  | 6,648             | 3                               |
| North Hennepin Community College              | 4,314             | 2                               |
| Northeast Higher Education District           | 4,273             | 2                               |
| Northland Community & Technical College       | 2,814             | 1                               |
| Northwest Technical College                   | 870               | 1                               |
| Pine Technical College                        | 479               | 1                               |
| Ridgewater College                            | 3,304             | 2                               |
| Riverland Community College                   | 2,329             | 1                               |
| Rochester Community & Technical College       | 4,270             | 2                               |
| Saint Paul College                            | 3,499             | 2                               |
| South Central College                         | 2,504             | 1                               |
| St. Cloud Technical College                   | 2,983             | 1                               |
| <b>Subtotal</b>                               | <b>84,653</b>     | <b>43</b>                       |
| <b>STATE UNIVERSITIES</b>                     |                   |                                 |
| Bemidji State University                      | 4,272             | 2                               |
| Metropolitan State University                 | 4,745             | 2                               |
| Minnesota State University Moorhead           | 6,578             | 3                               |
| Minnesota State University, Mankato           | 13,624            | 7                               |
| Southwest Minnesota State University          | 3,678             | 2                               |
| St. Cloud State University                    | 14,382            | 7                               |
| Winona State University                       | 7,952             | 4                               |
| <b>Subtotal</b>                               | <b>55,231</b>     | <b>27</b>                       |
| <b>TOTAL</b>                                  | <b>139,884</b>    | <b>70</b>                       |

### 3. COLLEGE AND UNIVERSITY RECOMMENDATION GUIDELINES

**3.1 Eligibility criteria** Educator of the Year Award recipients are chosen from the years' Outstanding Educators designated by college and university presidents. At the time of their designation, Outstanding Educators must be teaching at their college or university full-time, as unlimited, tenured, or tenure-track faculty of any academic rank. They must have completed at least three years of full-time teaching service at their home institution prior to the year of their selection as Board of Trustees Outstanding Educators.

**3.2 Local selection of Board of Trustees Outstanding Educators** Faculty may not self-nominate for this award. A nomination committee shall function at each college or university following standard college or university governance policies. Campuses may adapt existing procedures or develop new teaching award procedures to elicit nominations and gather supporting materials. The local processes that result in designation of the Board of Trustees Outstanding Educators shall, however, comply with the following guidelines:

#### **College/University Nomination Committee Required Procedures:**

- The college or university shall provide a broad-based, well-publicized process to solicit nominations.
- The committee shall ensure an open nomination process that encourages nominations from faculty, students, alumni, administration, and community members.
- The college or university process shall ensure objective and unbiased evaluation of the qualifications of campus nominees.
- The committee must maintain confidentiality in all committee operations.
- The committee shall develop a nomination form to be used by the campus community; this form might include a checklist for eligibility, length of service, breadth of service, descriptions of how the nominees meet criteria for the Board of Trustees Educator of the Year Award for Excellence in Teaching, commendations, and other criteria that will help the president and campus nomination committee select the Board of Trustees Outstanding Educators.
- The committee shall assist those faculty members designated by their president as Board of Trustees Outstanding Educator(s) in the preparation of an Outstanding Educator Portfolio that complies with Board of Trustees Award for Teaching Excellence Outstanding Educator Portfolio guidelines.
- The committee must review each Outstanding Educator portfolio and complete a College/University President's Recommendation Packet for those selected to be forwarded (see section 3.4 for details).
- The committee shall forward its College/University President's Recommendation Packet(s) to the college or university president (or designee) for approval and final submission to the systemwide review committee.
- The committee, in consultation with the president or designee, shall determine the number of faculty nominees to be recognized at the college or university level. The intention is to give institutions the flexibility to recognize locally as many campus nominees as appropriate. However, the president may only forward recommendations of the allocated number of Board of Trustees Outstanding Educators. For example, a university with an allocation of two Outstanding Educators may elect to recognize four university nominees. The president may designate no more than two of those four as Board of Trustees Outstanding Educators, recommending them for the Educator of the Year award.
- The committee shall assist the president in forwarding to the system level only the institution's finest exemplars of the qualities recognized through these awards.

**3.3 Guidelines for the Outstanding Educator Portfolio** Once designated by a college or university president as an Outstanding Educator, a faculty member must create a portfolio to demonstrate consistently exemplary teaching and to provide evidence of their contributions to student learning. Outstanding Educators are expected to provide evidence of their expertise in their subject areas, as well as achievement and skill in areas demonstrably related to teaching, such as advising, mentoring, pedagogical development, and service to students, the college or university, and to the system. The following details are meant to guide the Outstanding Educator in preparation of the portfolio.

a. **Overview** You may provide evidence for the four selection criteria in many ways. Please reference in the narrative any supporting materials you include directing the reviewers' attention to specific portions or aspects of the evidence. These materials may be documents, photographs, and any other form of media.

As documentation, you may include your review of student evaluations, when available, over several different courses and over several years. Your background and development in higher education pedagogy should also be evident. Your professional development activities in the discipline or program area, as well as syllabi and classroom teaching materials from several courses, can provide evidence.

b. **Portfolio: Expectations for Content and Format** Your portfolio must include a descriptive narrative of approximately 15-20 pages (using standard 11- or 12-pt. font, 1" margins). The narrative should address how you have grown, evolved, and learned as a teacher. It should demonstrate a reflective approach toward teaching and an understanding that teaching is a developmental process for teacher and student. It should be evident in the narrative how you analyze your teaching and bring a scholarly and/or professional approach to teaching.

Please prepare the portfolio itself to facilitate the review process. Organize the portfolio into no fewer than the six sections, A-F, detailed below. Include appendices of supporting materials as appropriate. Package the entire portfolio in a three-ring binder no thicker than two inches.

**A.** Introduce your portfolio with your statement of teaching philosophy.

**B.** Include a copy of your current curriculum vitae or resumé.

In the remaining four sections of the portfolio, address the following selection criteria:

**C.** Teaching strategies and materials: Outstanding Educators are conscious of and reflective about their pedagogies and methodologies. Therefore, submit clear evidence of skilled teaching and your use of methods and materials aligned with the learning goals of your courses, the backgrounds and purposes of your students, and the nature of your subjects. It is important to describe teaching context: the different courses taught, the number of students per course, and the different teaching approaches required in each course.

**D.** Content expertise and professional growth: Outstanding Educators must be teachers whose subject-matter knowledge is evident in their use of well-regarded and current data and practices in their teaching. Therefore, describe your on-going scholarly or professional development as it relates to your teaching.

**E.** Service to students, profession, institution, system: Availability to students, policies for student consultation and advising, and concern for student learning and development are important aspects of teaching. Therefore, document your involvement in professional organizations and activities that your strengthen teaching. Further, you should demonstrate your involvement in teaching and learning outside the classroom, at the college or university and system levels.

**F.** Standards for assessment of student learning and performance: Outstanding Educators set high standards for students and employ rigorous, learning-focused evaluation criteria. Therefore, reflect upon the ways that you evaluate student learning. Your assessments should illustrate the quality, quantity, and difficulty of your assigned work, as well as the level of responsibility for learning that you require of your students.

### **3.4 College/University President's Recommendation Packet Guidelines**

a. **Introduction** To be recognized as a Board of Trustees Outstanding Educator, faculty members must demonstrate consistently exemplary teaching and provide evidence of their contributions to student learning. Outstanding Educators are expected to demonstrate expertise in their subject areas, as well as achievement and skill in areas demonstrably related to teaching, such as advising, mentoring, pedagogical development, and service to students, the college or university, and to the system.

b. **Recommendation Packet Components** The college or university nomination committee is responsible for preparing the college or university President's Recommendation Packet(s) to be submitted by the president to the Office of the Chancellor. For each Board of Trustees Outstanding Educator, the college or university must submit a President's Recommendation Packet. Each President's Recommendation Packet, organized as outlined below, must include:

- **Cover Sheets** These forms contain: A.) a statement of certification regarding the Outstanding Educator's eligibility and the college or university adherence to program procedures; B.) college or university committee contact information; C.) checklist for submission.
- **Presidential Endorsement Letter** Provide a letter from the president addressed to the Senior Vice Chancellor for Academic & Student Affairs endorsing the Board of Trustees Outstanding Educator. The letter shall describe the faculty member's qualifications for the award and address the institution's confidence in selecting the Board of Trustees Outstanding Educator. A separate letter must be submitted for each Board of Trustees Outstanding Educator.
- **Nomination Procedures** Provide a document that describes the processes by which the Board of Trustees Outstanding Educators were solicited, evidence of their qualifications reviewed, and final individuals selected.
- **Summary** Provide an executive summary document of five pages or fewer. The Summary and the Outstanding Educator Portfolio constitute the only documentation available to reviewers at the system-level. This Summary must provide:
  - ◆ assurance of an objective, impartial competitive process
  - ◆ a rationale for the committee's selection and for the president's recommendation
  - ◆ evidence of how the Outstanding Educator excels in the selection criteria
  - ◆ highlights of the Outstanding Educator's achievements.

The Summary shall not be written by the faculty members selected as the Board of Trustees Outstanding Educator(s).

- **Outstanding Educator Portfolio** This portfolio shall be compiled by the designated Outstanding Educator with the assistance of the campus nomination committee and/or designated mentors. See Section 3.3 of the Guidelines (pp.13-14).

c. **Recommendation packet submission**

**Completed College/University President's Recommendation Packet(s) must be postmarked or hand-delivered no later than February 22, 2010 to:**

Board of Trustees Award for Teaching Excellence  
Center for Teaching and Learning  
Minnesota State Colleges and Universities  
30 7th Street E., Suite 350  
Saint Paul, MN 55101

Questions may be addressed to:

Lynda Milne  
System Director for Faculty Development  
651.649.5741  
lynda.milne@so.mnscu.edu

Martin Springborg  
Program Director  
651.649.5981  
martin.springborg@so.mnscu.edu

**3.5 Responsibility for submission of complete President's Recommendation Packets.**

College/University President's Recommendation Packets that are not organized as outlined above or that are incomplete will be returned without further processing.

### **3.6 College and university award recognition**

College and university presidents are encouraged to provide significant local recognition for their Board of Trustees Outstanding Educators. They might, for example, recognize the Outstanding Educators at graduation and convocation activities and/or at campus recognition ceremonies. Presidents are encouraged to invite Board of Trustees members to attend such events so that board members might formally recognize local Outstanding Educators in their campus environments.

Other possible recognition might include inviting Outstanding Educators to speak at commencement, convocation, and community events; providing designated free parking spots; providing compensation and additional travel funds to support Outstanding Educators activities related to the awards; approving additional professional development funds; local recognition ceremonies; or conferring other honoraria associated with the college's or university's current teaching awards. Any forms of award must be in compliance with pertinent State of Minnesota statutes and bargaining agreements.

## **4. SYSTEM REVIEW PROCESSES AND PROCEDURES**

**4.1 Initial system review for alignment with guidelines** At the system level, the Board of Trustees Educator of the Year Award for Excellence in Teaching program administrator will review each recommendation packet for compliance with systemwide criteria for selection and eligibility. Each Outstanding Educator's portfolio will be examined to ensure the individual's eligibility and to ensure that the portfolio contains substantive evidence in support of each selection criterion for the award. Portfolios that are not in compliance with all guidelines shall be returned to the campus without further processing.

**4.2 Committee composition** A system-level standing committee, the systemwide Board of Trustees Award for Excellence in Teaching Review Committee, has been established to review the President's Recommendation Packets and recommend up to six Educator of the Year award recipients each year. Faculty members on the system-level nomination committee are appointed by the faculty union (Inter Faculty Organization and Minnesota State College Faculty) presidents, with relevant institutional administrators and ex officio members appointed by the Senior Vice Chancellor for Academic and Student Affairs or his/her designee.

**4.3 Committee recommendation review process** The systemwide Board of Trustees Award for Excellence in Teaching Review Committee will review all complete recommendation packets forwarded by college and university presidents. The committee will recommend to the Senior Vice Chancellor the names of up to six Board of Trustees Outstanding Educators to be recognized as the Educator(s) of the Year. In its recommendations, the committee will seek to ensure a balance of representation from the system's universities and two-year colleges (and within the two-year colleges from career and technical as well as general education programs).

**4.4 Committee recommendation to the Senior Vice Chancellor** The committee will seek to recommend a distribution of awards in such a way as to reflect the diversity of teaching missions among the institutions within the system, with a preference for one award from each of the four institution types (university, community college, technical college, and community & technical colleges) and two at-large awards. In its recommendation of Educator(s) of the Year to the Senior Vice Chancellor, the committee shall outline how the Outstanding Educator's portfolio aligns with the teaching mission of her or his institution, the system's mission and strategic goals, and the award criteria.

The committee's recommendation to the Senior Vice Chancellor shall also include a description of the review process. The Senior Vice Chancellor shall review the recommendations in consultation with the Board of Trustees, and approve up to six awards to be bestowed.

**4.5 Award recognition** All Outstanding Educators forwarded by campus presidents will receive a framed certificate and silver medallion suitable for wearing with academic regalia. All will be invited to an awards event at which the Board of Trustees Outstanding Educators and Educator of the Year awardees are honored. The Educators of the Year will each receive a certificate and a specially-designed hand-crafted gold medallion suitable to be worn subsequently with regalia. Each Educator of the Year will be given an opportunity to select from several award options (value: up to \$5,000), in accordance with current state statutes and bargaining-unit agreements and any modifications applying to them.

Regardless of the award option chosen, all options are subject to IRS rules and regulations. Awardees may also decline to accept any monetary award.

**4.6 Formal awards ceremony** On behalf of the Board of Trustees, the board chair shall bestow the awards at an event to be held on April 21, 2010, at The Hilton Garden Inn, St. Paul. Press releases will be issued statewide to announce the event and names of all Outstanding Educators and Educators of the Year. Elected officials, press, students, family, Office of the Chancellor staff, and all Board of Trustees members will be invited and encouraged to attend this event as a public proclamation of the importance of teaching in the Minnesota State Colleges and Universities System.

**4.7 Subsequent role of awardees and Board of Trustees Outstanding Educators** The award is an honor bestowed upon Minnesota State Colleges and Universities faculty to acknowledge and reward exceptional individual professional accomplishment, and to encourage ongoing excellence in teaching. The award will also recognize the core importance of the teaching mission of our system's colleges and universities, and its reliance on faculty subject expertise, skillful methods of teaching, and attention to student learning. In pursuit of this teaching mission, Board of Trustees Educators of the Year and Outstanding Educators will be encouraged and invited to act as highly visible spokespersons for Minnesota State Colleges and Universities. Such activities shall be compensated in accordance with state statute and applicable bargaining unit agreements.

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## 5. PRESIDENT'S RECOMMENDATION PACKET COVER SHEET A: PRESIDENT'S CERTIFICATION

This form is to be the first page of the College/University President's Recommendation Packet (original and copies). All items must be attached and all certifications completed. Please photocopy this form as needed for submission of your recommendations.

### BOARD OF TRUSTEES OUTSTANDING EDUCATOR

Full Name \_\_\_\_\_

Title \_\_\_\_\_

Department or Program \_\_\_\_\_

College/University Name \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### Certifications

Please certify college or university compliance with the Policies and Procedures by checking each of the certifications below.

- Local Nomination Committee* This is to certify that the local nomination committee was structured as directed and complied with the current College and University Nomination Guidelines.
- Eligibility Requirements* This is to certify that the Outstanding Educator satisfies all eligibility criteria for the program as prescribed in the current College and University Nomination Guidelines.
- Compliance with Policies* This is to certify that this recommendation complies with the current College and University Nomination Guidelines.

This form is also available online at <http://botawards.mnscu.edu>.

EXPLAIN ON A SEPARATE SHEET ANY DEPARTURES FROM REQUIREMENTS AS STATED IN THE CURRENT GUIDELINES

### ENDORSEMENT OF INSTITUTION PRESIDENT (REQUIRED)

I certify the endorsement of this recommendation and compliance with program requirements.

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
President's E-mail Address

\_\_\_\_\_  
President's Telephone Number

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## PRESIDENT'S RECOMMENDATION PACKET COVER SHEET B: COMMITTEE INFORMATION

### College or University Board of Trustees Outstanding Educator Committee chair

Please indicate the name and contact information of the individual who chaired the committee that reviewed and suggested the Outstanding Educators for presidential recommendation.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

### Names and titles of Board of Trustees Outstanding Educator Committee members

Please include the names and titles of the members of the Board of Trustees Nomination Committee who reviewed and suggested the Outstanding Educators for presidential recommendation (this information will be used to invite the committee members to the April 21, 2010, award ceremony).

| Name  | Title | E-mail |
|-------|-------|--------|
| _____ | _____ | _____  |
| _____ | _____ | _____  |
| _____ | _____ | _____  |
| _____ | _____ | _____  |
| _____ | _____ | _____  |
| _____ | _____ | _____  |
| _____ | _____ | _____  |

### WHO NOMINATED THIS OUTSTANDING EDUCATOR?

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_

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## PRESIDENT'S RECOMMENDATION PACKET COVER SHEET C: CHECKLIST

Materials submitted in conjunction with the recommendation In addition to this Checklist, the documentation identified below is required as part of the College / University President's Recommendation Packet. Please verify its inclusion in the recommendation packet by checking the appropriate boxes.

- |   |  |
|---|--|
| <input type="checkbox"/> Cover Sheets A, B, C                             | <input type="checkbox"/> Presidential Endorsement Letter |
| <input type="checkbox"/> Nomination Procedures                            | <input type="checkbox"/> Summary                         |
| <input type="checkbox"/> Board of Trustees Outstanding Educator Portfolio |  |

### College or university contact

Please indicate the name and contact information of the individual to be contacted in case questions regarding the recommendation arise.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

### Recommendation packet submission

Completed College / University President's Recommendation Packet(s) must be postmarked or hand-delivered no later than February 22, 2010 to:

Board of Trustees Award for Teaching Excellence  
Center for Teaching and Learning  
Minnesota State Colleges and Universities  
30 7th Street E., Suite 350  
Saint Paul, MN 55101

Questions may be addressed to:

Lynda Milne  
System Director for Faculty Development  
651.649.5741  
lynda.milne@so.mnscu.edu

Martin Springborg  
Program Director  
651.649.5981  
martin.springborg@so.mnscu.edu



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

CENTER FOR TEACHING AND LEARNING

30 7TH ST., E., SUITE 350

ST. PAUL, MINNESOTA 55101-7804

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**EMAIL** [ctl@so.mnscu.edu](mailto:ctl@so.mnscu.edu)

**[www.ctl.mnscu.edu](http://www.ctl.mnscu.edu)**

