

# New Procedure

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>TEACHING EXCELLENCE AWARD</b>	Procedure 4.04.11.01
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1. The Executive Vice President for Instruction and Student Services (EVP) will administer the selection process for the annual full-time and part-time faculty Excellence in Teaching Awards.
2. An updated nomination form will be made available annually on the College website
3. The EVP will announce the nomination period and provide a link to the nomination form in an email to all students and employees
4. Nominations will be concluded no later than September 15
5. The EVP will review nominations and remove those names that do not meet the following qualifications:
  - a. Must be a current full-time curriculum, occupational, or educational opportunities instructor; or current part-time instructor.
  - b. Must not be a current full-time employee if nominated for the part-time award
  - c. Must not be a recipient of the award during the past 5 years
6. Supervisors will review the list of nominees and remove any names that are not in good standing. To be in good standing the nominee must not be under any formal performance review or performance improvement plan, or be the recipient of any disciplinary actions in the previous five years.
7. Following the vetting process, nominees will be notified by the EVP and asked to complete a nomination packet that includes evidence of the selection criteria.
8. Nominees submitting a complete nomination packet to the EVP by the deadline will be forwarded to the selection committee for review.
9. The selection committee will confidentially review all nomination packets and score each packet based on a selection rubric.
10. Final selection will be based on the full-time and part-time instructors receiving the most votes from the selection committee.
11. The Chair of the selection committee will notify the EVP of the committee's decision and collect and return all nomination materials.
12. The EVP will notify the President, award recipients, and the college employees and students of the recipients.
13. The office of the EVP will assist the full-time recipient with completion and submission of nomination forms and documentation for consideration in the NCCCS Excellence in Teaching Award process.

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14. The office of the EVP will procure plaques, certificates, and foundation stipends (if available) for presentation to the recipients
15. The public information office will publicize award recipients through press releases, the college website, and social media

Adopted: October 28, 2015