



The University of West Florida Student Government Association

Legislation: 12-13 B XI

Subject: Distinguished Teaching Award Update &
Distinguished Staff Award

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See attached

University of West Florida Student Body Statutes.

First Reading : _____	Second Reading: _____
Yes: _____	Yes: _____
No: _____	No: _____
Abstain: _____	Abstain: _____

Senate President
Amy Bueno

Be it known that Student Government _____ is hereby signed on _____

Pass: _____ Veto: _____

Cora Merritt
Student Body President

UNIVERSITY OF WEST FLORIDA STUDENT BODY STATUTES

TITLE I: DEFINITIONS, INTERPRETATIONS, AND CONSTRUCTION OF AND COMPLIANCE WITH THE STATUTES

Chapter 100: The Student Body Statutes
Chapter 101: Definitions

TITLE II: MEMBERSHIP, AUTHORITY, AND DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION

Chapter 200: Membership, Structure, and Duties
Chapter 201: Legislation
Chapter 202: Duties
Chapter 203: Senate President Duties and Responsibilities
Chapter 204: Committee Responsibilities
Chapter 205: Chairperson Responsibilities
Chapter 206: Treasurer Duties and Authority
Chapter 207: Vice-Chairperson Responsibilities

TITLE III: THE EXECUTIVE BRANCH

Chapter 300: Presidential Duties and Authority
Chapter 301: Vice-Presidential Duties and Authority
Chapter 302: The Executive Committee
Chapter 303: The President's Cabinet
Chapter 304: Chief of Staff
Chapter 305: Office of Communication
Chapter 306: Office of Governmental Affairs
Chapter 307: Office of Student Life
Chapter 308: Assistant to the President
Chapter 309: The Office of the Vice-President

TITLE IV: THE LEGISLATIVE BRANCH

Chapter 400: Organization of the Senate
Chapter 401: Numbering of Bills, Resolutions, and
Recommendations
Chapter 402: Procedure of Approval of Legislation
Chapter 403: Publication of Senate Notices
Chapter 404: Roll Call Votes
Chapter 405: Terms of Office
Chapter 406: Appointments

Chapter 407: Senate and Committee Absences

TITLE V: THE STUDENT BODY ELECTION CODE

Chapter 500: The Elections Commission

Chapter 501: Officers to be Elected

Chapter 502: Special Elections

Chapter 503: Election Process

Chapter 504: Filing for Candidacy

Chapter 505: Ruling on Candidate Qualifications

Chapter 506: Election Appeal

Chapter 507: The Official Ballot Form

Chapter 508: Campaign Expenses, Contributions, and Expense Infractions

Chapter 509: Regulations of Campaigning

Chapter 510: General Election Procedure

Chapter 511: Installation and Assumption of Office

Chapter 512: Violations of the Student Body Elections Code

Chapter 513: Amending of Student Body Election Code

Chapter 514: The Election Commission shall provide a packet that includes at least an application, dates, endorsement form, and Title V.

TITLE VI: ADDENDUM

A. Election Addendums

B. Distinguished Teaching Award Process

C. Distinguished Staff Award Process

TITLE VII: THE JUDICIAL BRANCH

Chapter 700: Judicial Branch

TITLE VIII: STUDENT GOVERNMENT OFFICER ACCOUNTABILITY & REMOVAL ACT

Chapter 800: Student Government Officer Accountability and Removal Act

Chapter 801: Intent

Chapter 802: Severability

Chapter 803: Definitions

Chapter 804: Impeachment from office

Chapter 805: Suspension from office and temporary succession

Chapter 806: Referendum and recall

Chapter 807: Resignation in lieu of recall

Chapter 808: Recall Referendum

Chapter 809: Offenses relating to petitions

Chapter 810: Impeachment and Removal Process

- Chapter 811: Removal of Senators by the Absentee Policy
- Chapter 812: Removal of Appointed Offices

TITLE IX: FRESHMEN COMMITTEE

- Chapter 901: Structure
- Chapter 902: Freshmen Committee Responsibilities
- Chapter 903: Installment of Freshmen Committee Chair
- Chapter 904: Duties of the Freshmen Committee Chair
- Chapter 905: Freshmen Committee Selection and Appointment
- Chapter 906: Freshmen Committee Candidacy
- Chapter 907: Term of Office
- Chapter 908: Vacancies
- Chapter 909: Removal from Office

TITLE X: EMERALD COAST SENATE

- Chapter 1000: Emerald Coast Governor
- Chapter 1001: Structure of the Emerald Coast Senate
- Chapter 1002: Emerald Coast Senate Responsibilities
- Chapter 1003: Emerald Coast Senate Procedures
- Chapter 1004: Legislation
- Chapter 1005: Terms of Office
- Chapter 1006: Elections
- Chapter 1007: Appointments
- Chapter 1008: Removal

TITLE XI: CODE OF ETHICS

- Chapter 1100: Definitions
- Chapter 1101: General Code of Ethics
- Chapter 1102: Procedures and Penalties

TITLE XII: ACTIVITY AND SERVICE FEE

- Chapter 1200: Activity and Service Fee Manual

TITLE VI: ADDENDUMS

The following attached pages are addendums to the Student Body Statutes and are part of the Statutes.

A. ELECTION ADDENDUMS

1. Application
2. Important Dates
3. Eligibility and Procedure for Filing
4. Endorsement Form

B. DISTINGUISHED TEACHING AWARD PROCESS

1. Distinguished Teaching Award Process
2. Criteria for Distinguished Teaching Award

C. DISTINGUISHED STAFF AWARD PROCESS

1. Distinguished Staff Award Process
2. Criteria for Distinguished Staff Award

ADDENDUM A: 1. Application

ADDENDUM A: 2. Important Dates

**THE UNIVERSITY OF WEST FLORIDA
STUDENT GOVERNMENT ASSOCIATION ELECTION**

IMPORTANT DATES

FILING OPENS, 8:00 A.M.

FILING CLOSSES & ENDORSEMENT FORMS DUE,
5:00 P.M., SGA OFFICE

CAMPAIGN FORUM
7:00PM – 8:30PM, ARGO GALLEY

ELECTIONS
8:00 A.M. - 8:00 P.M.

ALL CAMPAIGN MATERIALS MUST BE REMOVED
EXCEPT FOR THOSE BELONGING TO CANDIDATES
IN THE RUN-OFF ELECTION.

RUNOFF ELECTIONS
8:00 A.M. - 8:00 P.M.
COMMONS, BUILDING. 22

ALL CAMPAIGN MATERIALS MUST BE REMOVED.

STUDENT GOVERNMENT MEETING FOR
SWEAR-IN OF NEW OFFICERS.

ADDENDUM A: 3. Eligibility and Procedure for Filing

ELIGIBILITY

To be eligible to seek and hold a position in the Student Government Association, students must be enrolled at the University of West Florida and in accordance with the university policy to hold a leadership position, as well as, in good standing with the university conduct policy. University policy states that all undergraduate candidates running for an SGA position must hold at least a 2.5 cumulative grade point average. University policy also states that all graduate candidates running for an SGA position must hold at least a 3.0 cumulative grade point average. If a person is ineligible at the time of filing, eligibility must be established by the filing deadline or the student's application will be rejected.

ENDORSEMENTS

All candidates must collect student signatures showing support of their candidacy.

The number of signatures required is as follows:

- Senator – 75 signatures
- Treasurer and Senate President – 125 signatures
- President and Vice President Ticket – 250 signatures

These signatures must be placed on the official SGA endorsement form (Addendum A, 4).

Endorsement forms must be turned into the SGA office by the close of filing or the candidate will be ineligible to run. Endorsement forms may be checked by the Election Commission for authenticity. Any invalid signatures may result in disqualification.

QUALIFICATIONS FOR RUNNING AND HOLDING LEADERSHIP POSITIONS:

President, Vice President, Treasurer, Senate President, and Chairpersons must:

- A. Be enrolled at least half-time according to University policy during the fall and spring semesters.
- B. Be enrolled in a least three credit hours during the summer semester.
- C. Be in good standing with the University.

PROCEDURES FOR FILING

Candidates may pick up and return applications to the Student Government Office, Commons Building 22, Room 227, Phone: 474-2393 or at a designated location determined by the Elections Commission. Applications must be submitted by scheduled deadlines.

The Election Commission will furnish the Student Government Association office with a current list of eligible and ineligible candidates.

ADDENDUM B: Distinguished Teaching Award

~~Definition of the Distinguished Teaching Award:~~ The Distinguished Teaching Award is granted yearly to four outstanding instructors at the University of West Florida. The University Outreach Committee shall use Addendum B as a reference for choosing the recipients.

- A.) ~~There shall be four awards granted yearly~~ Awards shall be granted to any University ~~Instructor~~ Faculty including those online who fulfill stated Distinguished Teaching Award Requirements. Awards will be granted as follows:
one to College of Arts and Sciences,
one to College of Business,
one to College of Professional Studies, and
one award to ~~an~~ any instructor faculty ~~in~~ from any of the University's Colleges.
- B.) All current regular and adjunct faculty members are eligible for the Distinguished Teaching Award.
- C.) Faculty members who are selected to receive the Distinguished Teaching Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for academic purposes such as research, in-class materials, academic trips, and all other academic related expenditures.
- ~~C.) The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:~~
- ~~1. Nominations~~
 - ~~2. Lecture Observations~~
 - ~~3. Personal Interviews with the Semi-finalists; for 100% online teachers only phone or real-time interviews.~~
 - ~~4. Review of Semi-finalists most recent Student Evaluations~~
- D.) Faculty members may only receive the award once every three years. When a faculty member receives the award for a third time, he/she will be automatically inducted into the Distinguished Teaching Hall of Fame, and will no longer be eligible for the Distinguished Teaching Award.
- E.) The Distinguished Teaching Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:
1. Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the SGA Advisor.
 2. After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor's classroom schedule so the University Outreach Committee may proceed with classroom observations.

3. Based upon the nominations and classroom observations, the committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the committee, and the committee shall review their student evaluation forms to determine the recipients.
4. Review of Semi-finalists most recent Student Evaluations.

- F E.) The University Outreach Committee shall keep the appropriate administrator ~~Distinguished Teaching Award Advisor~~ aware of all steps the committee is making.
- F.) ~~Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the coordinator of SGA.~~
- G.) ~~After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees to request a copy of that instructor's classroom schedule.~~
- G H.) Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
- H.) At least two University Outreach Committee members must observe each eligible faculty nominee's teaching methods during an actual class period. The committee members may not visit the classes at the same time, unless there are unusual circumstances.
- I J.) No University Outreach Committee member may participate in the classroom observation if that committee member has had, or is currently in, that nominee's courses.
- J K.) ~~Based upon the nominations and classroom observations, the committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the committee, and the committee shall review their student evaluation forms to determine the recipients.~~
- K L.) The ~~Committee~~ Chairperson shall notify the semi-finalists, set up interview times, and request a copy of that instructor's most recent student evaluations.
- L M.) To conduct an interview, there must be ~~no less than a~~ quorum of the University Outreach Committee present. ~~The quorum number shall be determined by the committee chairperson.~~
- M N.) The **University Outreach** eCommittee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.

- N Θ.) After the interviews the **University Outreach e**Committee shall review all semi-finalist student evaluations.
- O.) **All University Outreach Committee discussions with regard to the Distinguished Teaching Award nominees and semi-finalists shall be confidential.**
- P.) After all interviews and student evaluation forms have been considered, the University Outreach Committee shall meet to determine the recipients.
- Q.) The ~~committee~~ chairperson shall notify the ~~coordinator of SGA~~ **SGA Advisor**, in writing, of the recipients of the Distinguished Teaching Award and inductees, if any, into the Distinguished Teaching Hall of Fame. The recipients and inductees shall be notified **presented the award** at the Honor's Convocation ceremony.
- R.) ~~All University Outreach Committee discussions with regard to the Distinguished Teaching Award nominees and semi-finalists shall be confidential.~~
- R S.) The ~~committee~~ chairperson shall be required to record all actions of the University Outreach **e**Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future ~~committee~~ chairpersons.

CRITERIA FOR DISTINGUISHED TEACHING AWARD

Part One: Nominations and Observations

- A. Accessibility to Students
- B. Classroom Productivity
- C. General Approach to Teaching
- D. General Attitude
- E. Impressions and Input of the University Outreach Committee
- F. Response to students questions in class

***After computer nominations are installed:

G. Number of Nominees

Part Two: Student Evaluations and Interviews

A. Accessibility to Students

B. General Approach to Teaching

C. General Attitude of the Instructor

D. Impressions and Input of the University Outreach Committee

E. Instructor Fairness

F. Response to Interview Questions

G. Response to Students Questions in Class

ADDENDUM C: Distinguished Staff Award

The Distinguished Staff Award is granted yearly to four outstanding staff members of the University of West Florida. The University Outreach Committee shall use Addendum C as a reference for choosing the recipients.

- A.) All current staff members of the University of West Florida are eligible for the Distinguished Staff Award.
- B.) The Distinguished Staff Award recipients shall be chosen from the results of the following four steps conducted by the University Outreach Committee:
 - 1. Nominations
 - 2. Deliberation of nomination forms and letters of recommendation, if available. Semi-finalists will be chosen by this procedure.
 - 3. Personal Interviews with the Semi-finalists.
- C.) Staff members may only receive the award once every three years. When a staff member receives the award for a third time, he/she will be automatically inducted into the Distinguished Staff Hall of Fame, and will no longer be eligible for the Distinguished Staff Award.
- D.) Staff members who are selected to receive the Distinguished Staff Award will be awarded a stipend approved by the University Outreach Committee from the Student Government Association budget. This stipend is only to be used for the betterment of his/her departmental work environment, the advent of departmental programs, or

- expenditures that can help the staff member and his/her department better serve students.
- E.) The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.
 - F.) Nominations shall be taken from the student body. In order to be considered, their eligibility must first be determined by the coordinator of SGA.
 - G.) After eligibility has been determined, the University Outreach Committee may consider up to thirty nominees. The Chairperson must notify the eligible nominees.
 - H.) Any nominee who fails to submit any information requested by the University Outreach Committee at any time during the process shall be disqualified.
 - I.) Based upon the nominations and letters of recommendation, if any, the University Outreach Committee shall select a group of semi-finalists. Those semi-finalists shall be interviewed by the University Outreach Committee and then deliberation by the University Outreach Committee for the recipient of the award will occur.
 - J.) The Chairperson shall notify the semi-finalists and set up interview times.
 - K.) To conduct an interview, there must quorum of the University Outreach Committee present.
 - L.) The University Outreach Committee shall pre-determine no less than five standard questions to be asked of each of the semi-finalists. Each committee member will be permitted to ask any additional questions within reason.
 - M.) After all interviews have been considered, the University Outreach Committee shall meet to determine the recipients.
 - N.) The chairperson shall notify the SGA Advisor, in writing, of the recipients of the Distinguished Staff Award and inductees, if any, into the Distinguished Staff Hall of Fame. The recipients and inductees shall be awarded at the Nautilus Excellence Awards.
 - O.) All University Outreach Committee discussions with regard to the Distinguished Staff Award nominees and semi-finalists shall be confidential.
 - P.) The chairperson shall be required to record all actions the University Outreach Committee has used to reach their decision. Recommendations shall be made to the future committees and these records shall be made available to all future chairpersons.

CRITERIA FOR DISTINGUISHED STAFF AWARD

Part One: Nominations

- A. Accessibility to Students
- B. Productivity within their work environment
- C. General Attitude
- D. Impressions and Input of the University Outreach Committee
- E. Quality of service to prospects in the work environment

***After computer nominations are installed:

- F. Number of Nominees

Part Two: Letters of Recommendation and Interviews

- A. Evaluation of Letters of Recommendation, if any were provided
- B. Response to Interview Questions
- C. Impressions and Input of the University Outreach Committee