

Legislative Intent: Amend document to account for the reorganization of colleges and for stipends not spent by previous award winners.

ADDENDUM A: Distinguished Teaching Award

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

- A. Awards shall be granted to any University Faculty including those online who fulfill stated Distinguished Teaching Award Requirements. One award will be granted to each of the academic colleges at the University of West Florida. as follows:
 - 1. ~~One to College of Arts and Sciences~~ College of Arts, Social Sciences and Humanities
 - 2. ~~One to College of Business,~~
 - 3. ~~One to College of Education and Professional Studies,~~
 - 4. ~~One award to College of Science and Engineering, and~~
 - 5. ~~One award to College of Health~~
- 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 \$500 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 any(?) other academic related expenditures.
- 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. The University Outreach Committee shall keep the appropriate administrator aware of all steps the committee is making.
 - G. 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. 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. The Chairperson shall notify the semi-finalists, set up interview times, and request a copy of that instructor's most recent student evaluations.
 - K. To conduct an interview, there must be a quorum of the University Outreach Committee present.
 - M. 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.
 - N. After the interviews the University Outreach 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 chairperson shall notify the 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 presented the award at the Honor's Convocation ceremony.
- R. The chairperson shall be required to record all actions of 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 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 B: 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 three 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 \$500 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.

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