Please provide responses to the following on a separate sheet and e-mail to Dave Yonutas.
Information may be presented in narrative format using the bulleted items under each new award as a guide to describe your justification for consideration. Provide a strong rationale for your nomination. Only 2 faculty will be selected for each award as indicated.

<u>Teaching and Learning Excellence Award</u>

Guidelines for Nomination Packets

Nomination Packets should consist of the following:

1. Cover Sheet (See Page 3)

2. Chairs/Directors Nomination Letter to CID that includes Rationale and Documentation for Recommendation.

Note: The review committee will make its selection solely on the documentation contained within the chairs/directors nomination letter.

<u>Rationale and Documentation:</u>

The rationale and documentation for nominee's recommendation should consist of not more than 300 words and address the following:

- Identify the course(s) involved and describe the student populations.
- Discuss specific challenges presented by the student populations.
- Discuss the expected learning outcomes.
- Discuss the strategies used to create a climate conducive to student learning.
- Describe the innovative learner-centered strategies used to address the challenges that may include development of teaching materials, intentional learning, undergraduate research projects, civic engagement/service learning, collaborative/cooperative learning, learning communities, problem-based learning, field experience, internships, externships, or other forms of carefully monitored active learning strategies.
- Describe the use of technology in the teaching and learning strategies.
- Discuss the instructional effectiveness in terms of specific outcomes attained by the students and their success as evidenced by quantitative and qualitative data.
- Describe the nominee's involvement in professional development activities that contribute to his/her teaching and learning excellence.
- As a minimum, documentation should include course syllabi, student retention and success data and summary of students' responses to items 7 through 12 and 19 on the Student Opinion Survey.

Review Criteria Used by the CID Sub-Committee

<u>**Full-time Faculty**</u>

The sub-committee will review the rationale and documentation for the nominee's recommendation for teaching and learning excellence through the following four categories of criteria:

1. Learning Climate & Instructional Practice
- Provides students with clear communications regarding learning outcomes (content and general education), objectives, high academic standards, and criteria for assessing performance.
- Engages learners as active, responsible and full partners in their education.
- Emphasizes time on task.
- Promotes positive interactions between students and between students and faculty.
- Integrates the appropriate use of technology in teaching and learning.

2. Attention to Diversity
- Respects the diverse talents and ways of learning by using a variety of innovative learner-centered instructional strategies that promote active learning.

3. Instructional Effectiveness
- Provides for a variety of assessment strategies and gives prompt feedback.
- Demonstrates increases in student learning and success as evidenced by quantitative and qualitative documentation.

4. Leadership in Professional Development
- Makes a commitment life-long learning by staying current in the discipline and related pedagogy.
- Demonstrates instructional leadership at local, state and/or national levels.
- Shares new learning with students, colleagues and community in a variety of venues.
- Mentors adjunct faculty

<u>**Part-time Faculty**</u>

The review criteria for part-time faculty nominations for teaching and learning excellence should address only categories 1, 2 and 3 noted above, and participation in the adjunct orientation program delivered through ANGEL, the College's Learning Management System.

Nominee's Information
Cover Sheet

Name of Award _____

Nominee Information

Name: _____

Status: *Full Time*   *Part Time*

Email: _____

Telephone: _____

*Department/Program
:*   _____

Teaching Discipline: _____

Chair/Director: _____

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