Board of Trustees’ Award for Excellence in Teaching

2007-2008 Guidelines and Procedures
Table of Contents

1. Awards Overview
   1.1 Purpose
   1.2 Process
   1.3 Definitions
      a. Campus nominees
      b. Board of Trustees’ Outstanding Educators
      c. Board of Trustees’ Award for Excellence in Teaching Recipients
   1.4 Nomination Deadlines
2. Award Allocations
3. College and university nomination guidelines
   3.1 Eligibility criteria
   3.2 Campus selection of Board of Trustees’ Outstanding Educators
      a. College / University Nomination Committee composition
      b. College / University Nomination Committee required procedures
   3.3 Guidelines for preparation of Outstanding Educator Portfolio (selection criteria)
      a. Overview
      b. Portfolio components
      c. Expectations for Outstanding Educator portfolio
   3.4 Presidential review of President’s Recommendation Packets
      a. Introduction
      b. Recommendation packet components
      c. Recommendation packet submission
   3.5 Campus responsibility for submission of complete portfolios
   3.6 College and university award recognition
4. System review process and procedures
   4.1 Initial system review for alignment with guidelines
   4.2 Committee composition
   4.3 Committee nomination review process
   4.4 Committee recommendation to the Sr. Vice Chancellor
   4.5 Award recognition
   4.6 Formal award ceremony
   4.7 Subsequent role of award recipients and Trustees’ Outstanding Educators
5. President’s recommendation packet forms (also available at http://botawards.mnscu.edu)
1. Awards Overview

1.1 Purpose
The Minnesota State Colleges and Universities Board of Trustees’ Award for Excellence in Teaching is intended to recognize the outstanding 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. The award also recognizes the primacy of the teaching mission of 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 Process
Each two-year-college and university President may designate from one to seven Board of Trustees’ Outstanding Educators and recommend them for the board’s Award for Excellence in Teaching. The number of Outstanding Educators is determined as one faculty member per 2,000 FYE. See Section 2. Award Allocations for details. This year, up to 69 college and university Outstanding Educators may be designated across the system, representing about 1% of the approximately 5,500 full-time faculty in our 32 institutions.

In order to facilitate selection of the campus’s Outstanding Educators, Presidents may adapt existing or create new local processes that align with guidelines in Section 3.2 Campus Selection of Board of Trustees’ Outstanding Educators 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), and their names and portfolios shall be recommended to the Senior Vice Chancellor for the Board of Trustees’ Award for Excellence in Teaching.

A system-level committee will review the presidents’ recommendation packets 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’ Award be bestowed.

1.3 Definitions
a. Campus Nominees – These are 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. Nominations should be
openly solicited and open to submission by faculty, staff, students, alumni, community members, campus board members, foundation members, and others with a vested interest in the excellence of teaching on each campus.

b. Board of Trustees’ Outstanding Educators – These are faculty selected from among the Campus Nominees to be designated by the President as Board of Trustees’ Outstanding Educators. Presidents send forward the names of these Outstanding Educators in recommendation for the Board of Trustees’ Award for Excellence in Teaching. Outstanding Educators are recognized locally on their campuses, and at the annual systemwide Celebrating Excellence event.

c. Board of Trustees’ Award for Excellence in Teaching Recipients – Each year, up to six faculty honored by the Board of Trustees as representative of teaching excellence across the system. The Award Recipients will be chosen from among the Board of Trustees’ Outstanding Educators.

1.4 Nomination Deadlines

Presidents’ recommendations for the Board of Trustees’ Award for Excellence in Teaching for teaching through academic year 2006-2007 are due by February 22, 2008. Awards will be bestowed on April 16, 2008.
2. Outstanding Educator Allocations, 2007-2008

All Minnesota State Colleges & Universities presidents may recommend for these awards the faculty members they have selected as Board of Trustees’ Outstanding Educators. 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 less than 2,000 FYE are eligible to recommend one Outstanding Educator. Below is a table of student FYE by institution in 2006-2007, 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, 2008 deadline.
Board of Trustees’ Award for Excellence in Teaching
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)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Actual FY2007</th>
<th>FYE</th>
<th>Outstanding Educator Allocation</th>
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<tbody>
<tr>
<td><strong>STATE COLLEGES</strong></td>
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<td></td>
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<tr>
<td>Alexandria Technical College</td>
<td>2,075</td>
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<td>Anoka Technical College</td>
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<td>Central Lakes College</td>
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<td>Century College</td>
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<td>Dakota County Technical College</td>
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<td>Fond du Lac Tribal &amp; Community College</td>
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<td></td>
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<td>Inver Hills Community College</td>
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<td>Lake Superior College</td>
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<td>Normandale Community College</td>
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<td></td>
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<td>North Hennepin Community College</td>
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<td></td>
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<td>Pine Technical College</td>
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| **STATE UNIVERSITIES**                              |               |      |                                 |
| Bemidji State University                            | 4,225         | 2    |                                 |
| Metropolitan State University                       | 4,598         | 2    |                                 |
| Minnesota State University Moorhead                 | 6,656         | 3    |                                 |
| Minnesota State University, Mankato                 | 13,210        | 7    |                                 |
| Southwest Minnesota State University                | 3,685         | 2    |                                 |
| St. Cloud State University                          | 14,080        | 7    |                                 |
| Winona State University                             | 7,910         | 4    |                                 |
| **Subtotal**                                        | **54,364**    | **27** |                              |
| **TOTAL**                                           | **135,264**   | **69** |                              |

Minnesota State Colleges & Universities is an equal opportunity employer
Board of Trustees’ Award for Excellence in Teaching
Selection and Awards Process Overview
Web site: http://botawards.mnscu.edu

October 3, 2007
3. College and university recommendation guidelines

3.1 Eligibility criteria
Award Recipients are chosen from the years’ Outstanding Educators recommended by campus presidents. Outstanding Educators must be full-time, unlimited, tenured, or tenure-track faculty of any academic rank. They must have completed at least three years of full-time teaching service at the home college or university prior to the year of their selection as Board of Trustees’ Outstanding Educators.

3.2 Campus Selection of Board of Trustees’ Outstanding Educators
Faculty may not self-nominate for the Board of Trustees award. A nomination committee shall be established at each college or university following standard college or university governance policies. Campuses may adapt existing 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:

a. College / University Nomination Committee Composition:
This shall include:
- President (or designee) of the local campus faculty union
- Administrators designated by the college or university president
- Faculty, appointed by local faculty governance processes
- Students
The committee may also include alumni and other persons knowledgeable about teaching and learning.

b. 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’ 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 selected 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 Outstanding Educator Packet for those selected to be forwarded (see section 3.4 for details)
- The committee forwards its College / University President’s Recommendation Packet(s) to the college or university president (or designee) for approval and final submission to the Senior Vice Chancellor.
- The committee, in consultation with the president or designee, shall determine the number of faculty nominees to be recognized at the campus level. The intention is to give campuses the flexibility to recognize locally as many campus nominees as it wishes. However, the President may only forward recommendations of the allocated number of Board of Trustees’ Outstanding Educators. For example, a college with an allocation of two Outstanding Educators may elect to recognize four campus nominees. The president may only designate two of those four as Board of Trustees’ Outstanding Educators and recommend them for the Board 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

To be recognized as a Board of Trustees’ Outstanding Educator, faculty members must demonstrate in a portfolio consistently exemplary teaching and 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.

a. Overview

Providing evidence for the four selection criteria below may be accomplished in several ways. Any supporting materials included shall be referenced in the narrative, directing the reviewers’ attention to specific portions or aspects of the evidence. Materials may be documents, photographs, and any other form of media.

Documentation may include a review of student evaluations, when available, over several different courses and over several years. The Outstanding Educator’s background and development in higher education pedagogy should also be evident. 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

The portfolio should comprise a descriptive narrative of approximately 15-20 pages (at least 11-pt. font, 1” margins). The narrative should address how the educator has 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 the instructor analyzes his or her teaching and brings a scholarly and/or professional approach to teaching.

The portfolio itself should be organized into no less than the six sections, A-F, detailed below. Appendices of supporting materials should be included, but should be packaged in a binder two inches or less.

A. The Portfolio should be introduced by a statement of teaching philosophy.

B. A copy of the Outstanding Educator’s current curriculum vitae or resume shall also be included.

The remaining four sections of the portfolio shall address the following selection criteria:

C. Teaching strategies and materials: Outstanding Educators shall submit clear evidence of skilled teaching and a use of methods and materials aligned with the learning goals of their courses, the backgrounds and purposes of their students, and the nature of their 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. On-going scholarly or professional development as it relates to your teaching should be described.

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. Involvement in professional organizations and activities that strengthen teaching should be documented. Outstanding Educators shall also demonstrate their involvement in teaching and learning 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. Faculty must reflect upon the ways that they evaluate student learning. Their assessments should illustrate the quality, quantity, and difficulty of their assigned work, as well as the level of responsibility for learning that they require of their 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 College / University President’s Recommendation Packet. Each College / University President’s Recommendation Packet, organized as outlined below, must include:

- **Cover Sheet** – This form contains a checklist listing required portfolio components and a statement of certification regarding the Outstanding Educator’s eligibility and the college or university adherence to program procedures. The college or university president must sign the Cover Sheet.

- **Presidential Endorsement Letter** – A letter from the president addressed to the Sr. 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** – A document will be included that describes the processes by which the Board of Trustees’ Outstanding Educators were solicited, evidence of their qualifications reviewed, and final individuals selected.

- **Summary** – The Summary document is to be five pages or fewer that details the committee’s and institution president’s rationale for selecting this Outstanding Educator, and providing assurance of an objective, impartial competitive process. The Summary is the only covering document that will be provided, with the Outstanding Educator portfolio, to the system-level award committee. The Summary shall not be written by the faculty member selected as the Board of Trustees’ Outstanding Educator(s).

- **Outstanding Educator Portfolio**—Included with the committee’s documentation. Shall be the portfolio compiled by the Outstanding Educator with the assistance of
the campus nomination committee (or designated mentors).

c. Recommendation packet submission

Completed College / University President’s Recommendation Packet(s) must be sent no later than February 22, 2008 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

Or Via email to:
botawards@so.mnscu.edu

Questions may be addressed to:
Lynda Milne
System Director for Faculty Development
651-649-5741
Lynda.Milne@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 environment.

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’ 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 consideration.

4.2 Committee Composition
A system-level standing committee, The Board of Trustees’ Award for Excellence in Teaching Review Committee (Board of Trustees AETRC), has been established to review the President’s Recommendation Packets and recommend up to six 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 system-level standing committee (Board of Trustees AETRC) will review all complete recommendation packets forwarded by college and university presidents and recommend to the Senior Vice Chancellor the names of up to six Board of Trustees’ Outstanding Educators to be recognized as the Board of Trustees’ Awardees. 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 Review Committee’s 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 Award Recipients 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 BOT, 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 Outstanding Educators and Board of Trustees’ Awardees for Teaching Excellence are honored. The six recipients of The Board of Trustees’ Award for Excellence in Teaching will receive a certificate, a specially-designed gold medallion to be worn subsequently with regalia, and a pin. Each Award Recipient will be presented with $5,000 to be awarded in accordance with state statutes and applicable bargaining-unit agreements.

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 16, 2008, in the Minneapolis/St. Paul area. Press releases will be issued statewide to announce the event and names of all Outstanding Educators and Award Recipients. 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 & Universities System.

4.7 Subsequent role of awardees and Board of Trustees’ Outstanding Educators
The award is an honor bestowed upon Minnesota State Colleges & Universities faculty to acknowledge and reward exceptional individual professional accomplishment, and to encourage ongoing excellence in teaching. The award will also recognize the primacy 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’ Award Recipients and Outstanding Educators will be encouraged and invited to act as highly visible spokespersons for Minnesota State Colleges & Universities. Such activities shall be compensated in accordance with state statute and applicable bargaining unit agreements.
5. President’s Recommendation Packet forms

The President’s Recommendation Packet forms included below must be completed and submitted to the Office of the Chancellor in order for the system review committee to consider the Outstanding Educator for the Board of Trustees’ Award for Excellence in Teaching. The following forms are included below:

   A. President’s recommendation packet coversheet (1 page)
   B. President’s recommendation packet checklist (2 pages)
   C. Summary presentation coversheet (1 page)

These forms are also available on the Board of Trustees’ Award for Excellence in Teaching website at [http://botawards.mnscu.edu](http://botawards.mnscu.edu).

The Board of Trustees’ Award for Excellence in Teaching program is administered by the Office of the Chancellor’s Center for Teaching and Learning. Questions may be addressed to Lynda Milne, System Director for Faculty Development, at 651-6495741, or via email at botawards@so.mnscu.edu.
A. PRESIDENT’S RECOMMENDATION PACKET COVER SHEET

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: __________________________________________

WHO NOMINATED THIS OUTSTANDING EDUCATOR?

Name ___________________________ Email ___________________________

Name ___________________________ Email ___________________________

ENDORSEMENT OF INSTITUTION PRESIDENT (REQUIRED)

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

______________________________________    ____________________________ Date

President’s Signature

______________________________________

President’s Email Address

______________________________________

President’s Telephone Number
B. PRESIDENT’S RECOMMENDATION PACKET 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.

- Presidential Endorsement Letter
- Nomination Procedures
- Summary Presentation and Cover Sheet
- 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: ______________________

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. If the committee chair is the same individual as the college or university contact, you may leave this space blank.
Name: ____________________________
E-mail: ____________________________
Title: ______________________________
Phone Number: ______________________
CHECKLIST—PAGE 2

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 16 award ceremony).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
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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.project.mnscu.edu.

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

Minnesota State Colleges & Universities is an equal opportunity employer
Board of Trustees’ Award for Excellence in Teaching
Selection and Awards Process Overview
Web site: http://botawards.mnscu.edu
C. SUMMARY PRESENTATION COVER SHEET

NOMINEE’S FULL NAME

INSTITUTION NAME AND FACULTY DEPARTMENT OR PROGRAM

A Summary Presentation must be completed for each recommendation submitted. The Summary Presentation and the Outstanding Educator Portfolio constitute the only documentation available to reviewers at the system level. The Summary Presentation shall explain the rationale for the committee’s selection and the president’s recommendation. It forms the basis for the review performed by The Board of Trustees’ designee.

Most importantly, the Summary Presentation must provide specific evidence of how the Outstanding Educator excels in each selection criterion detailed in the Outstanding Educator Portfolio Guidelines (p. 11). It shall also highlight the faculty member’s most outstanding achievements. The Summary Presentation is limited to a maximum of 5 pages, excluding this cover page.

Summary Presentation Components:

☐ Assurance of an objective, impartial competitive process

☐ Rationale for the committee’s selection and for the president’s recommendation

☐ Evidence of how the Outstanding Educator excels in the selection criteria

☐ Highlight of outstanding achievements

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