



Addendum to Minnesota State Board of Trustees Awards Guidelines

Excellence in College and University Teaching

Excellence in University Service

v.1 9/10/19

OVERVIEW OF AWARD GUIDELINE CHANGES

PORTFOLIO SIZE AND CONTENT

In attempt to increase efficiencies and reduce burdensome processes for individual faculty, campus committees, and system review committee, the size of the portfolio has been reduced.

Newly revised guideline	Previous guideline
<p>The complete portfolio will include:</p> <ul style="list-style-type: none"> • President’s letter • Committee’s Summary (max 5 page) • Teaching or Administrative Service Philosophy (max 2 page) • Current CV or resume • Nominee photo (not to be considered for review, for BOT Awards press release and program) 	<ul style="list-style-type: none"> • President’s letter • Max 5-page summary written by campus committee • Max 70-page portfolio (20 pages of narrative—including teaching philosophy and max 50 pages documentation)

RESPONSIBILITY OF CAMPUS NOMINATION COMMITTEE

The revised guidelines bring increased importance to the campus awards’ committee as primary evaluator of nominee’s qualifications.

Campus committee decides process for nomination, what constitutes acceptable evidence, and processes for selection of nominees.

Committee is responsible for submission of Presidential Nomination Packet; the 5-page committee summary provides rationale and concrete evidence of how nominee excels in each of the selection criteria. This is the primary documentation for system office review.

Newly revised guideline	Previous guideline
<p>The Committee’s Summary (max 5 pages) will summarize and highlight the nominee’s qualifications in five (5) sections:</p> <ul style="list-style-type: none"> • Innovative teaching strategies and materials • Service to students, profession, institution, system to advance teaching excellence • Standards for assessment of student learning and performance • Culturally responsive teaching and pedagogy • Content expertise and professional growth <p>This is specific to the Excellence in Teaching Award. The Excellence in University Service Award has comparable sections.</p>	<p>The Committee’s Summary provides an executive summary documenting the committee’s rationale for selection and highlights nominee achievements.</p>

ELIGIBILITY REQUIREMENTS

Outstanding Educators may be nominated from college part-time and university contingent faculty, assuming they have served the institution for at least three years, full-time equivalent.

Newly revised guideline	Previous Guideline
<p>At the time of their designation, Outstanding Educators must have at least three (3) years of full-time equivalent teaching service in their home institution prior to the year of their selection as a Board of Trustees Outstanding Educator.</p>	<p>At the time of their designation, Outstanding Educators must have been teaching at their college or university full-time, as unlimited, tenured, tenure-track, or probationary faculty of any academic rank. They must have at least three (3) years of full-time teaching service in their home institution prior to the year of their selection as a Board of Trustees Outstanding Educator.</p>

MODIFICATION TO CRITERIA AND RUBRIC

Language has been added to existing criteria (bold font) and a 5th criterion has been added to address the advancement of equity, inclusion, and culturally responsive teaching and pedagogy.

Newly revised guideline – Excellence in Teaching	Newly revised guideline – Excellence in University Service
<ul style="list-style-type: none">• Innovative teaching strategies and materials• Standards for assessment of student learning and performance• Culturally responsive teaching and pedagogy• Service to students, profession, institution, system to advance teaching excellence• Content expertise and professional growth	<ul style="list-style-type: none">• Exceptional work performance• Advancement of the university mission• Advancement of equity and inclusion• Expertise, creative achievement, and professional development• Contribution to student growth and development