



# MINNESOTA STATE

## BOARD OF TRUSTEES AWARDS

Excellence in College and University Teaching

Excellence in University Service



2019-2020 Guidelines and Forms

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## 2019-2020 GUIDELINES AND FORMS

*“The talented and dedicated faculty at our colleges and universities provide an extraordinary education for all our students every day. The academic programs, advising, financial aid, registration, residential life, and student affairs services – just to name a few – are vital to our students and their communities throughout the state.”*

**Jay Cowles, Chair**  
Board of Trustees of the  
Minnesota State College and Universities

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# 1. ABOUT THE AWARDS

## 1.1 Purpose

The Board of Trustees Awards for Excellence are conferred annually to college and university teaching faculty and university administrative service faculty to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence.

## 1.2 Board of Trustees Award for Excellence in Teaching

The award is intended to recognize the core importance of the teaching mission at our colleges and universities, and the foundation of that mission is skillful methods of teaching, attention to student learning, and faculty subject matter expertise. The primary criterion is skill in teaching that is inclusive, innovative, learning-centered, and collaborative. The award reflects the commitment to providing high-quality instruction that prepares college and university students of Minnesota State for their professional, scholarly, and civic lives.

a. *Outstanding Educators* are faculty identified at a college or university who are exemplary educators, identified through a local committee process, and who are nominated by the college or university president for selection as an Educator of the Year.

b. *Educators of the Year* are faculty chosen from the pool of Outstanding Educators to be honored by the Board of Trustees as representative of teaching excellence across the system.

## 1.3 Board of Trustees Award for Excellence in University Service

The award is intended to recognize the key role that service faculty fulfill at our universities in advising and counseling students; in the recruitment, retention, and placement of students; in residential life programming; in facilitation of student groups and student leadership; and other involvement in university and community activities. The award reflects the commitment to serving the citizens of Minnesota by providing the best possible student supports at our system universities.

a. *Outstanding Service Faculty Members* are university administrative service faculty identified at each university who are exemplary service faculty, identified through a local committee process, and who are nominated by the university president for selection as Service Faculty Member of the Year.

b. *Service Faculty Member of the Year* is the faculty member chosen from the pool of Outstanding Service Faculty Members to be honored by the Board of Trustees as representative of university administrative service excellence across the system.



## 2. PROCESS

This section contains information about processes that are relevant for all awards. Details about award-specific eligibility and guidelines for faculty nominees can be found in **Section 3. Award-specific Eligibility and Selection Criteria for Educator of the Year** and **Section 4. Award-specific Eligibility and Selection Criteria for Service Faculty Member of the Year**.

Primary responsibility for identification of teaching and service faculty worthy of nomination rests with the campus nomination committee in consultation with the campus president.

### 2.1 Overview of process and timeline

#### 1. Nominations for awards

a. **Excellence in Teaching** - Each college or university president may request nominations, forwarded by a campus nominations committee that aligns with program guidelines and requirements, for identification of one or more teaching faculty members who will be recognized as Board of Trustees Outstanding Educators. The number of Outstanding Educators selected at each institution is allocated at one per 2,000 student FYE. For details about nomination allocations, see **Section 3. Award-specific Eligibility and Selection Criteria for Educator of the Year**.

b. **Excellence in University Service** - Each university president may request nomination for one service faculty member, forwarded by a campus nominations committee that aligns with program guidelines and requirements, who will be recognized as a Board of Trustees Outstanding Service Faculty Member.

2. Presidents will then complete a Recommendation Packet for each Outstanding Educator and/or Outstanding Service Faculty Member they are recommending to receive the Board of Trustees Educator of the Year or Service Faculty Member of the Year awards. **These packets must be submitted electronically to the system office by January 6, 2020.**

3. System-wide award review committees – one for college teaching faculty, one for university teaching faculty, and one for university service faculty – will review the President's Recommendation Packets. The committees will then forward recommendations for Educators of the Year and Service Faculty Member of the Year Awards to the Senior Vice Chancellor of Academic and Student Affairs for review and approval.

4. Minnesota State Board of Trustees members will review the President's Recommendation Packets for the finalists selected by the system-wide award review committees and approved by the Senior Vice Chancellor of Academic and Student Affairs and make final decisions about winners. **Notification of Educator of the Year and Service Faculty Member of the Year selections will go out to individuals and presidents in mid-February 2020** following final selection by the Trustees.

5. Presentation of awards to all Outstanding Educators, Educators of the Year, Outstanding Service Faculty, and Service Faculty Member of the Year will be made at an **awards banquet in St. Paul on April 22, 2020.**



## 2.2 Local nomination and campus selection process

Faculty may not self-nominate for these awards. A campus nominations committee will make nominations to the president and shall function at each college or university following standard college or university governance policies. Campuses may adapt existing award procedures or develop new ones to elicit nominations and review materials. We encourage institutions to seek out multiple voices and perspectives

and to include past winners among the faculty, staff, and students on their nomination committees. The local processes that result in designation of Outstanding Educators or Outstanding Service Faculty Members should, however, comply with the guidelines for campus committees as outlined below.

## 2.3 Guidelines for campus committees

The primary evaluation of the nominee's qualifications is the responsibility of the campus. The campus awards committee is responsible for determining that a nominated faculty member meets, and preferably surpasses, each selection criteria for the award for which nominated. The committee determines the type of supporting evidence needed to conduct an evaluation of a nominee's merits (number and source of letters of recommendations, types of samples of nominee's work, observation data, use of existing tenure or promotion materials specifically around teaching excellence, etc.) and the process for selecting nominees to forward to the system office as nominees for Board of Trustees Awards for Excellence.

Details of the Committee's Summary for each award category is available in **Section 4. Award-specific Eligibility and Selection Criteria for Educator of the Year** and **Section 5. Award-specific Eligibility and Selection Criteria for Service Faculty Member of the Year**.

### The college or university shall:

- **provide a broad-based, well-publicized, and timely process** to solicit nominations for Outstanding Educators and Outstanding Service Faculty Members.
- **ensure an open nomination process** that encourages nominations from faculty, students, alumni, administration, and community members.
- **encourage the nomination of individuals representing the diversity of faculty** on campus.
- **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 nominees meet criteria for the Board of Trustees Awards, recommendations, and other criteria that will help the president and campus nomination committee select Outstanding Educators or Outstanding Service Faculty Members.
- **shall determine, in consultation with the president, the number of faculty to be recognized** at the college or university. The intention is to give institutions the flexibility to recognize locally as many campus nominees as appropriate. However, the president may only forward recommendations for:
  - up to the allocated number of Outstanding Educators based on student FYE, and/or
  - one Outstanding Service Faculty Member per university.
- **shall ensure objective and unbiased evaluation** of the qualifications of campus nominees.
- **maintain confidentiality** in all committee operations.
- **shall assist the designated Outstanding Educators and Outstanding Service Faculty Members in the preparation of portfolios** to ensure alignment with the expectations identified in the program-specific eligibility and selection criteria for each award.
- **shall complete the Committee's Summary** with assistance from the nominee for the President's Recommendation. Criteria for the Committee Summary can be found in **Section 4.4.2 and 5.4.2** Organization of the portfolio.
- **shall review and submit each portfolio** to the system-wide review committees.

## 2.4 Guidelines for faculty nominees

Details for faculty nominees for each award category is available in Section 4. Award-specific Eligibility and Selection Criteria for Educator of the Year and **Section 5. Award-specific Eligibility and Selection Criteria for Service Faculty Member of the Year.**

## 2.5 Guidelines for presidents

The college or university nomination committee is responsible for preparing a President's Recommendation Packet to be submitted by the president to the system office for each selected Board of Trustees Outstanding Educator and Board of Trustees Outstanding Service Faculty Member. This packet should be submitted via email with electronic document attachments in a PDF format. Each President's Recommendation Packet, organized as outlined below, must include:

- **Cover Sheets A-C** - These forms contain A.) a statement of certification regarding the nominee's eligibility and the college or university adherence to program procedures; B.) college or university committee contact information; and C.) completed submission checklist.
- **Nominee Portfolio** - This portfolio includes five (5) parts and is compiled by the nomination committee with assistance from the faculty nominee. These 5 parts include:
  1. **Presidential Endorsement Letter** - Provide a letter from the president addressed to the Senior Vice Chancellor of Academic and Student Affairs endorsing the nominee. The letter should describe the faculty member's qualifications for the award and address the institution's confidence in selecting this individual as a Board of Trustees Outstanding Educator or Outstanding Service Faculty Member. A separate letter must be submitted for each nominated faculty member.
  2. **Committee's Summary** - This is a summary of no more than five (5) pages documenting the committee's rationale for its selection and highlighting the nominee's achievements related to the selection criteria. The summary must include sections focusing on 5 areas specific to each award as outlined in **Sections 4 and 5.**
  3. **Teaching or Administrative Service Philosophy** - The philosophy statement of no more than two (2) pages is written in first person by the committee's nominee.
  4. **Nominee Current CV or Resume**
  5. **Nominee Photo/Headshot**



## 2.6 Recommendation Packet submission

Completed President's Recommendation Packet(s) should be PDF files and must be received no later than:

**5:00 pm on January 6, 2020**

via email:[botawards@minnstate.edu](mailto:botawards@minnstate.edu)

**Subject Line:** BOT Award for Excellence in Teaching OR BOT Award for Excellence in Service

**Questions may be addressed to:**

Catherine Ford, Ed.D.

Program Director for Educational Development

[botawards@minnstate.edu](mailto:botawards@minnstate.edu) (preferred)

651-201-1443

### 3. AWARD-SPECIFIC ELIGIBILITY AND SELECTION CRITERIA FOR EDUCATOR OF THE YEAR

#### 3.1 Eligibility criteria

Educator of the Year Award recipients are chosen from faculty designated each year as Outstanding Educators by college and university presidents. 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.

#### 3.2 Definitions

- *Board of Trustees Outstanding Educators* are faculty identified at a college or university who are exemplary educators, identified through a campus committee process, who are nominated by the college or university president for selection as an Educator of the Year.
- *Board of Trustees Educators of the Year* are faculty recommended by a system-wide review committee from the pool of Outstanding Educators, approved by the Senior Vice Chancellor of Academic and Student Affairs and selected by the Board of Trustees as representative of teaching excellence across the system.

#### 3.3 Nomination allocations

College and university presidents may select Board of Trustees Outstanding Educators based on numbers of student FYE; the number of Outstanding Educators allocated is one per 2,000 FYE. Colleges with fewer than 2,000 FYE are eligible to recommend one Outstanding Educator.

Specifically:

STUDENT FYE	OUTSTANDING EDUCATOR ALLOCATION
0-2,000	1
2,001-4,000	2
4,001-6,000	3
6,001-8,000	4
8,001-10,000	5
10,001-12,000	6
12,001-14,000	7

- A table of 2018-2019 student FYE by institution, specifying the number of Outstanding Educator allocations for 2019-2020, can be found at the end of **Section 3** of these guidelines.
- 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.
- An institution that recommends more than the allocated number of Outstanding Educators will have all of its recommendations returned. Recommendations of the allocated number of Outstanding Educators may be resubmitted, but must be received by the **January 6, 2020** deadline.

### 3.4 Guidelines for Outstanding Educators

Each faculty member designated by a college or university president as an Outstanding Educator must contribute to the Committee's Summary and preparation of a portfolio that is forwarded by the college or university president to the system office. Each portfolio is read by a review committee consisting of faculty, staff, students, and administrators. The committee makes recommendations for Educators of the Year which are reviewed by the Senior Vice Chancellor of Academic and Student Affairs and reviewed and approved by members of the Board of Trustees.



#### 3.4.1 Portfolio purpose

The portfolio is the opportunity for the campus committee to demonstrate exemplary teaching and to provide evidence of the nominee's contributions to student learning. The portfolio allows the committee to communicate, **in its own voice and selection of evidence**, who the nominee is as an educator. A portfolio is an important statement; both form and content matter. The portfolios are evaluated by a committee with expertise in disparate areas, so it is essential to explain the artifacts referenced in the portfolio and how these are aligned with the award criteria.

In writing the committee summary, be sure to **direct reviewers' attention to specific portions or aspects of the referenced evidence**. Make clear what the reviewer should look at and consider in their evaluation. Evidence referenced might include student evaluations, background and development in higher education pedagogy, professional development activities in the discipline or program area, as well as syllabi and classroom teaching materials from several courses.

The rubric used for scoring portfolios is available at the BOT Awards Connect page:

[www.tinyurl.com/MinnStateBOTAwards](http://www.tinyurl.com/MinnStateBOTAwards) Log in using your StarID@minnstate.edu and password

#### 3.4.2 Organization of the portfolio

The portfolio consists of five (5) parts: Presidential Endorsement Letter, the committee summary, faculty teaching philosophy, current CV or resume, and nominee photo. The committee summary must be organized in five (5) sections and is limited to five (5) pages; the faculty teaching philosophy is limited to two (2) pages. The entire portfolio should be saved as a PDF file. Please prepare the portfolio to facilitate the review process by **clearly labelling these required five (5) sections**. Additionally, **clearly label the five (5) sub-sections** of the committee summary.

##### Portfolio sections:

1. Presidential Endorsement Letter
2. Committee Summary (up to 5 pages)

*For the review committee, please begin the summary section with an impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.*

- I. Innovative teaching strategies and materials
  - II. Service to students, profession, institution, system to advance teaching excellence
  - III. Standards for assessment of student learning and performance
  - IV. Equity and inclusive teaching
  - V. Content expertise and professional growth
3. Faculty Teaching Philosophy (up to 2 pages)
  4. Current CV or Resume (up to 5 pages)
  5. Nominee Photo (not to be considered for review, for BOT Awards program and press release)



## Additional details for each of the required five (5) sections of the Committee's Summary are provided below:

*For the review committee, please begin the summary section with an impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.*

### I. Innovative Teaching Strategies and Materials

Outstanding Educators are conscious of and reflective about their pedagogies and methods. It is important to identify clear evidence of skilled teaching and their use of approaches and materials aligned with the course learning goals of the nominee's courses and student backgrounds. Describe the nominee's teaching context: the various courses, the number of students per course, the different teaching approaches required, and specifically what the nominee does to make teaching inclusive and culturally relevant. Describe how the nominee evaluates the effectiveness of utilized methods referencing examples from student work and performance data where possible.

### II. Standards for Assessment of Student Learning and Performance

Assessment serves several purposes: it sets standards for students, should help students know whether they have learned what the educator intended, and is useful to inform teaching. The summary should identify the kinds of direct and indirect forms of assessment that the nominee utilizes that are relevant to the program or discipline and with the diversity of your students. It should also show how the nominee has reflected upon assignment design, performances, and tests to evaluate student learning. Highlight assessments that illustrate the quality, quantity and difficulty of the nominee's assigned work, as well as the level of responsibility for learning that is required of students. Include information about how the nominee uses assessment to inform the changes made in courses and methods.

### III. Culturally Responsive Teaching and Pedagogy

Highlight work that actively promotes equity and inclusion in the nominee's teaching. Identify how the nominee makes learning environments culturally relevant and responsive to the students we serve. Describe how the nominee affirms the identities and lived experiences of our students to create an emotionally safe learning experience.

### IV. Service to Students, Profession, Institution, System to Advance Teaching Excellence

Availability to students, policies for student consultation and advising, and concern for student learning and development are important aspects of teaching, especially as related to Minnesota State commitments around equity and achievement for all students. Identify the nominee's involvement in professional organizations and activities as well as involvement in teaching and learning outside the classroom, at the college or university and system levels that advances excellent teaching. Service should show reflection and growth. Describe how the nominee actively engages with students, the profession, the institution, and the system, and discuss how this service has in turn impacted the nominee's teaching.

### V. Content Expertise and Professional Growth

Outstanding Educators must be teachers whose subject-matter knowledge is evident in their use of well-regarded and current knowledge, theory, and practices in their teaching. Therefore, describe the nominee's ongoing scholarly or professional development as it relates to your teaching. Formal education is just one aspect of content expertise; other aspects include learning while teaching, conducting primary research on teaching and learning, interacting with other colleagues, participating in workshops and attending seminars, or visiting workplaces and industry. Make it clear how the nominee continually improves skills as a teacher.



**Additional details for each of the required sections: teaching philosophy, current CV or resume, and photo are provided below:**

### **3. Teaching Philosophy**

This is the opportunity to hear directly from the nominee about who they are and what they believe about teaching. Nominees should explain their motivation and beliefs about good teaching and how these beliefs impact their selection of teaching techniques and tools and approaches to student assessment. A 21st-century teaching philosophy should also include perspectives on meeting the needs of diverse students and integrating technology into teaching. Finally, it should be clear how this teaching philosophy informs continual improvements to student performance and student learning. **Maximum of two (2) pages.**

### **4. Current Curriculum Vitae or Resume**

This document is an up-to-date and moderately detailed CV that includes the date of appointment to Minnesota State and when work began at the nominating institution. The CV should include education and evidence of subject matter expertise and highlight accomplishments connected to teaching and learning such as areas of specialization, professional and scholarly publications and research, honors, and leadership or supervisory activities that support others and advance high-quality teaching and learning at the campus or for the system. **Maximum of five (5) pages.**

### **5. Photo/Headshot**

The picture should be a professional headshot, high-resolution (at least 300 dpi), JPG, portrait format (ideally, at least 1000 pixels wide x 1200 pixels high). If needed, the college or university Communications, Marketing, or Public Affairs office can help with a photo. The photo is not considered for review, and is only to be used for BOT Awards press release and program.



## ALLOCATIONS FOR DESIGNATION OF OUTSTANDING EDUCATORS

One designation per 2,000 FYE students at each college or university

Institution	2018-2019 FYE	Outstanding Educator Allocation
<b>State Colleges</b>		
Alexandria Technical & Community College	1,783	1
Anoka-Ramsey Community College	5,322	3
Anoka Technical College	1,270	1
Central Lakes College	2,633	2
Century College	5,984	3
Dakota County Technical College	1,900	1
Fond du Lac Tribal & Community College	990	1
Hennepin Technical College	3,214	2
Inver Hills Community College	2,844	2
Lake Superior College	3,122	2
Minneapolis College	4,620	3
Minnesota State College Southeast	1,145	1
Minnesota State Community & Technical College	3,915	2
Minnesota West Community & Technical College	1,965	1
Normandale Community College	6,810	4
North Hennepin Community College	4,040	3
Northeast Higher Education District	3,299	2
Northland Community & Technical College	2,123	2
Northwest Technical College (Bemidji)	588	1
Pine Technical & Community College	819	1
Ridgewater College	2,490	2
Riverland Community College	2,066	2
Rochester Community & Technical College	3,498	2
St. Cloud Technical & Community College	3,131	2
Saint Paul College	4,509	3
South Central College	2,138	2
<b>Subtotal</b>	<b>76,218</b>	<b>51</b>
<b>State Universities</b>		
Bemidji State University	4,215	3
Metropolitan State University	5,937	3
Minnesota State University, Mankato	13,256	7
Minnesota State University Moorhead	5,258	3
St. Cloud State University	10,428	6
Southwest Minnesota State University	3,565	2
Winona State University	7,216	4
<b>Subtotal</b>	<b>49,875</b>	<b>28</b>
<b>Total</b>	<b>126,093</b>	<b>79</b>

## 4. AWARD SPECIFIC ELIGIBILITY AND SELECTION CRITERIA FOR SERVICE FACULTY MEMBER OF THE YEAR

### 4.1 Eligibility criteria

At the time of their designation, nominees must have been employed for a minimum of five (5) consecutive years at a Minnesota State university. Of these five years, the two most recent years must be in the administrative service faculty member's current position. The remaining three years must be either a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any administrative service faculty position at any Minnesota State university.

### 4.2 Definitions

- *Board of Trustees Outstanding Service Faculty Members* are university administrative service faculty identified at each university who are exemplary service faculty, identified through a campus committee process, and who are nominated by the university president for selection as Service Faculty Member of the Year.
- *Board of Trustees Service Faculty Member of the Year* is one faculty member, recommended by a system-wide review committee from the pool of Outstanding Service Faculty Members, approved by the Senior Vice Chancellor of Academic and Student Affairs and selected by the Board of Trustees as representative of university service excellence across the system.

### 4.3 Nomination allocations

Each university president may select one (1) Outstanding Service Faculty Member from their institution for nomination as the Board of Trustees Service Faculty Member of the Year. A university president may choose not to submit an Outstanding Service Faculty Member in any year without prejudice in that year or in the future.

### 4.4 Guidelines for Outstanding Service Faculty Members

Each faculty member designated by a university president as an Outstanding Service Faculty Member must contribute to the Committee's Summary and preparation of a portfolio that is forwarded by the university president to the system office. Each portfolio is read by a review committee consisting of faculty, staff, students, and administrators. The committee makes recommendations for Service Faculty Member of the Year which is reviewed by the Senior Vice Chancellor of Academic and Student Affairs and reviewed and approved by members of the Board of Trustees.

#### 4.4.1 Portfolio purpose

The portfolio is critical to demonstrate sustained professional excellence and to provide evidence of the nominee's contributions to students, the university, or the community throughout the nominee's career at your institution. The portfolio allows the campus committee to communicate, in **its own voice and selection of evidence**, who the nominee is as administrative service faculty member. A portfolio is an important statement; both form and content matter. Administrative service faculty serve many different roles on campuses and the review committee will likely include colleagues who do not have expertise in all areas. It is essential to explain the artifacts referenced in the portfolio and how these are aligned with the award criteria.

In writing the committee summary, be sure to **direct reviewers' attention to specific portions or aspects of the referenced evidence**. Make clear what the reviewers should look at and consider in their evaluation. Referenced evidence might include assessment data, programmatic results, reviews, testimonials, and evidence of how work has evolved over several years. The nominee's background and development in higher education, campus and system leadership, and professional development activities in specific disciplines or program areas can all be forms of evidence.

The rubric used for scoring portfolios is available at the BOT Awards Connect page:

[www.tinyurl.com/MinnStateBOTAwards](http://www.tinyurl.com/MinnStateBOTAwards) Log in using your StarID@minnstate.edu and password

## 4.4.2 Organization of the portfolio

The portfolio consists of five (5) parts: Presidential Endorsement Letter, the committee summary, administrative service philosophy, current CV or resume, and nominee photo. The committee summary must be organized in five (5) sections and is limited to five (5) pages; the administrative service philosophy is limited to two (2) pages. The entire portfolio should be saved as a PDF file. Please prepare the portfolio to facilitate the review process by **clearly labelling these required five (5) sections**. Additionally, **clearly label the five (5) sub-sections** of the committee summary.

### Portfolio sections:

1. Presidential Endorsement
2. Committee Summary (up to 5 pages)
  - For the review committee, please begin the summary section with an impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.*
  - I. Exceptional work performance
  - II. Advancement of the university mission
  - III. Advancement of equity and inclusion
  - IV. Expertise, creative achievement, and professional development
  - V. Contribution to student growth and development
3. Administrative Service Philosophy (up to 2 pages)
4. Current CV or Resume (up to 5 pages)
5. Nominee Photo (not to be considered for review, for BOT Awards press release and program)



### Additional details for each of the required five (5) sections of the Committee's Summary are provided below:

*For the review committee, please begin the summary section with an impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.*

#### I. Exceptional Work Performance

Outstanding Service Faculty Members should demonstrate excellence in professional activities within and beyond the parameters of the job description. Identify and explain how the nominee fulfills the position's professional requirements in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional and/or system needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision making, and problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of program ideas, development of proposals, and committee activities.

#### II. Advancement of the University Mission

Individuals should advance the mission of their university within the context of the core values of teaching, research, and public service. The portfolio should include an explanation of the work of the individual and how that work supports and advances the university's mission.

#### III. Advancement of Equity and Inclusion

Highlight work that actively promotes equity and inclusion in the nominee's service to the university. Identify how the nominee makes university environments culturally relevant and responsive to the students we serve. Describe how the nominee affirms the identities and lived experiences of our students to create emotionally safe spaces on campus.

## IV. Expertise, Creative Achievement, and Professional Development

Outstanding Service Faculty Members are professionals whose subject-matter knowledge is evident through their use of well-regarded and current information in their university work. Explain how the work reflects current effective practices in the field and describe the nominee's ongoing professional development as it relates to professional pursuits. Remember that colleagues reading the portfolio may not be familiar with work in the nominee's specific area, so be clear about what the nominee does and why it matters.

## V. Contribution to Student Growth and Development

Outstanding Service Faculty Members can demonstrate high achievement in this area through evidence of advising excellence and/or unusual success in recruitment, retention, or placement of students; counseling excellence; residential life programming excellence; facilitation of student groups and student leadership, student research projects or internships; comments from alumni; or involvement in department, center, or extra-departmental student activities.

**Additional details for each of the required sections: administrative service philosophy, current CV or resume, and photo are provided below:**

### 3. Administrative Service Philosophy

This is the opportunity to hear directly from the nominee about who they are and what they believe about administrative services. Nominees should explain their motivation and beliefs about what good administrative services means and how these beliefs impact interactions with and support of students, the university, or the community. Finally, nominees should describe what they do to sustain or continually improve their professional excellence. **Maximum of two (2) pages.**

### 4. Current Curriculum Vitae or Resume

This document is an up-to-date and moderately detailed CV that includes the date of appointment to the Minnesota State system and when work began at the nominating institution. The CV should include education and evidence of subject matter expertise and highlight accomplishments connected to administrative service such as areas of specialization, professional and scholarly publications and research, honors, and leadership or supervisory activities that support others and advance administrative services at the campus or for the system. **Maximum of five (5) pages.**

### 5. Photo/Headshot

The picture should be a professional headshot, high-resolution (at least 300 dpi), JPG, portrait format (ideally, at least 1000 pixels wide x 1200 pixels high). If needed, the college or university Communications, Marketing, or Public Affairs office can help with a photo. The photo is not considered for review, and is only to be used for BOT Awards press release and program.

## 5. SYSTEM REVIEW PROCESSES AND PROCEDURES

### 5.1 Initial system review for alignment with guidelines

Upon submission, a system office administrator will review each recommendation packet for compliance with these guidelines. Each professional portfolio will be examined to ensure the individual's eligibility and adherence to page limits and structure. If portfolios are not in compliance, the campus will be contacted. Any corrections or modifications must be submitted no later than January 6, 2020.



## 5.2 System award review committees

Three system-level review committees for the Board of Trustees Awards for Excellence will review all complete President's Recommendation Packets and recommend up to four (4) college Educators of the Year, three (3) university Educators of the Year, and one (1) Service Faculty Member of the Year to the Senior Vice Chancellor of Academic and Student Affairs and the Board of Trustees.

- *BOT award review committee, college faculty* - This committee includes faculty members appointed by the college faculty union president (Minnesota State College Faculty), students appointed by the college student association (LeadMN), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor of Academic and Student Affairs or designee.
- *BOT award review committee, university faculty* - This committee includes faculty members appointed by the university faculty union president (Inter Faculty Organization), students appointed by the university student association (Students United), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor of Academic and Student Affairs or designee.
- *BOT award review committee, service faculty* - This committee includes faculty members appointed by the service faculty union president (Minnesota State University Association of Administrative and Service Faculty), students appointed by the university student association (Students United), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor of Academic and Student Affairs or designee.

## 5.3 System award committee recommendation review process

Evaluation of completed President's Recommendation Packets is focused solely on the evidenc-referenced in the recommendation packets, using both scoring rubrics and discussion by members of each review committee. The system office representative on each committee is a non-voting member and strives to ensure a fair and objective process.

The rubric used for scoring portfolios is available at the BOT Awards Connect page:

[www.tinyurl.com/MinnStateBOTAwards](http://www.tinyurl.com/MinnStateBOTAwards) Log in using your StarID@minnstate.edu and password

To begin the review process, all completed President's Recommendation Packets are posted online for members of the award review committees to read and score using the appropriate rubric. The committees then meet over 1-2 days to continue evaluation of each portfolio before making final recommendations to the Senior Vice Chancellor of Academic and Student Affairs.

For the Educator of the Year awards, the committee will seek a distribution of awards that reflects the diversity of teaching missions among the institutions in the system (general education as well as career and technical education). The Senior Vice Chancellor of Academic and Student Affairs shall review the recommendations in consultation with the Board of Trustees, and approve the following number of awards:

- Educators of the Year from system colleges – up to four (4) awards
- Educators of the Year from system universities – up to three (3) awards
- Service Faculty Member of the Year from system universities – up to one (1) award

## 5.4 Award recognition

As a public celebration of excellence in the Minnesota State system, all those nominated for Board of Trustees Awards for Excellence will be honored at the Board of Trustees Awards for Excellence event on **April 22, 2020**.

All Outstanding Educators, Educators of the Year, Outstanding Service Faculty Members, and the Service Faculty Member

of the Year will receive a framed certificate and medallions (teaching faculty) or service pins (service faculty). In addition, Educators of the Year and the Service Faculty Member of the Year will receive an award of \$5,000.00, distributed in accordance with current state statutes and bargaining-unit agreements and any modifications applying to them. All award payments are subject to IRS rules and regulations. Awardees may also decline to accept any monetary award

### 5.5 Awards ceremony

On behalf of the Board of Trustees, the Board chair shall bestow the awards at an event to be held on **April 22, 2020**. Press releases will be issued statewide to announce the event and names of all Outstanding Educators, Educators of the Year, Outstanding Adjunct Educators and Excellence in Adjunct Teaching winners. Elected officials, press, students, family, system office leaders, and all Board of Trustees members will be invited and encouraged to attend this event as a public proclamation and celebration of excellence in the Minnesota State system.

### 5.6 Recommendations for local recognition

In addition, college and university presidents are encouraged to provide significant local recognition, and to supplement these commemoratives as appropriate, for their Board of Trustees Outstanding Educators and Board of Trustees Outstanding Service Faculty Members. Campuses might, for example, recognize them at graduation or convocation activities and/or at other special events. Presidents are encouraged to invite Board of Trustees members to attend such events so that board members might formally recognize awardees in their campus environments.

Other possible recognition might include inviting honorees to speak at campus or community events; providing designated free parking spots; providing compensation and additional travel funds to support activities related to the awards; approving additional professional development funds; local recognition ceremonies; or conferring other honoraria associated with the institution's current recognition awards. Any form of award must be in compliance with pertinent State of Minnesota Statutes and bargaining agreements.



*2019 Service and Teaching award winners pictured with campus presidents, members of the Board of Trustees and Minnesota State administrators.*

*We seek to utilize inclusive language in this document, so you may see pronouns that are inclusive of diverse gender identities and expressions.*



# PRESIDENT'S RECOMMENDATION PACKET

## COVER SHEET A: PRESIDENT'S CERTIFICATION

This form is to be the first page for each College/University President's Recommendation Packet submitted. All items must be attached, as PDF files, and all certifications completed. Please copy this form as needed for submission of your recommendations. **Electronic signatures are acceptable.**

### PLEASE INDICATE THE AWARD CATEGORY FOR THIS NOMINEE:

- BOARD OF TRUSTEES OUTSTANDING EDUCATOR – COLLEGE
- BOARD OF TRUSTEES OUTSTANDING EDUCATOR - UNIVERSITY
- BOARD OF TRUSTEES OUTSTANDING UNIVERSITY SERVICE FACULTY MEMBER

### Faculty Nominee

Full Name (as it will appear on the certificate) \_\_\_\_\_

Title \_\_\_\_\_

Department or Program \_\_\_\_\_ College/University \_\_\_\_\_

Campus location (if applicable) \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### Certifications

Please certify college or university compliance with the Policies and Procedures by checking each item below:

Local Nomination Committee - The local nomination committee was structured as directed and complied with the current College and University Nomination Guidelines.

Eligibility Requirements - The Outstanding Educator or Outstanding Service Faculty Member satisfies all eligibility criteria for the program as prescribed in the current BOT Awards Guidelines.

Compliance with Guidelines - This recommendation complies with the current College & University Nomination Guidelines.

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

### ENDORSEMENT OF INSTITUTION PRESIDENT (REQUIRED)

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

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

President's E-mail Address \_\_\_\_\_ President's Telephone Number \_\_\_\_\_

*The President's Recommendation Packet along with the cover sheets with president's signature should be sent as a PDF file as detailed as detailed in Section 2.6.*

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# PRESIDENT'S RECOMMENDATION PACKET

## COVER SHEET B: COMMITTEE INFORMATION

### College or University Campus Committee Chair

Please indicate the name and contact information of the individual who chaired the committee that reviewed and suggested the faculty member for presidential recommendation.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

### Names and Titles of Campus Committee members

Please include the names and titles of the other members of the Campus Committee who reviewed and suggested the faculty member for presidential recommendation.

Name	Title	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### WHO NOMINATED THIS FACULTY MEMBER FOR THIS AWARD?

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_

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## PRESIDENT'S RECOMMENDATION PACKET

### COVER SHEET C: CHECKLIST

As a reminder, 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.

- |  |  |
|--|--|
| <input type="checkbox"/> Cover Sheets A, B, C            | <input type="checkbox"/> Committee's Summary   |
| <input type="checkbox"/> Presidential Endorsement Letter | <input type="checkbox"/> Teaching or Administrative Service Philosophy   |
|  | <input type="checkbox"/> CV or Resume  |
|  | <input type="checkbox"/> Photo/headshot (separate JPG - not to be considered for review, but for BOT Awards press release and program) |

### 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 \_\_\_\_\_

### Recommendation Packet submission:

Completed college and university President's Recommendation Packet(s) must be received no later than  
**5:00 pm on January 6, 2020**

Via email as a PDF file, subject line BOT Award for Excellence in Teaching or  
BOT Award for Excellence in Service, to [botawards@minnstate.edu](mailto:botawards@minnstate.edu)

### Questions may be addressed to:

CATHERINE FORD, ED.D.  
Program Director for Educational Development  
[botawards@minnstate.edu](mailto:botawards@minnstate.edu) (preferred)  
651-201-1443

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
30 7TH ST. E., SUITE 350  
ST. PAUL, MINNESOTA 55101-7804  
PHONE 651.201.1888  
EMAIL [BOTAWARDS@MINNSTATE.EDU](mailto:BOTAWARDS@MINNSTATE.EDU)



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