

**FAYETTEVILLE STATE UNIVERSITY  
TEACHER OF THE YEAR**

**Levels of Awards**

Departments (including University College)	\$	500.00
Schools/Colleges		1,000.00
University		4,000.00

At each level of award, the nominees must adhere to the eligibility requirements below:

**Eligibility for Selection**

1. Tenure or non-tenured full-time faculty.
2. A member of the faculty at FSU for a minimum of three years.
3. They must have an average of 4.50 or better on the Comprehensive Evaluation for **each** for the previous three years, or “exceeds expectations” using the 2009-2010 Faculty Evaluation Form, if appropriate.
4. They must be teaching in the academic year when selected.
5. They must be teaching at least two courses each semester.
6. A minimum average rating of 4.25 on the student evaluations for **each** of the previous three years.

**Selection procedures and Guidelines**

The Campus-wide Selection Committee will include the following: faculty members (one from each college or school), students, and the four academic deans. The Senior Associate Vice Chancellor for Academic Affairs will chair the committee.

1. The department chair will identify department faculty who satisfy the minimum requirements.
2. Each department may nominate one faculty member.
3. Nominee is selected by vote of department faculty.
4. The departmental nominee must submit a portfolio of materials **from the past three years** for review by the selection committee. The portfolio must include the following materials:
  - a. Copies of syllabi and other relevant materials that the faculty member has developed.
  - b. Copies of all peer-teaching evaluations during the last three academic years.
  - c. A copy of the nominee’s resume.

- d. Three names of colleagues from whom the committee may request letters of support.
  - e. Three names of former students and/or alumni from whom the committee may request letters of support.
  - f. Average scores of student evaluations for each course for the previous three years. Verification of scores will be obtained from the Office of Institutional Research.
  - g. Copies of Comprehensive Evaluations for the previous three years.
  - h. Copies of articles, papers **from the past three years**, etc. or pictures or recordings of creative works.
  - i. Programs, letters or brochures to indicate service from the **past three years**.
5. Additional data of teaching effectiveness may be sent to the selection committee to include the following:
    - a. Videotapes of classroom teaching.
    - b. Classroom observations by committee members.
  6. Departmental finalists are the pool of candidates from which the school/college level and the university level awards will be made.
  7. Please do not submit supporting documents older than three years since the committee will be looking at supporting materials between 2008-2011.

### **Timetable**

1. Deadline for receiving all portfolios for Departmental Award nominations in the respective departmental office is March 2, 2012.
2. Nominations and supporting documents for the Schools/Colleges Awards should be sent to the office of the respective Dean by April 2, 2012.
3. Names of department award finalist and supporting documents should be submitted to the campus-wide selection committee for the University Award by April 13, 2012.
4. Recommendations to Chancellor April 23, 2012.

**FAYETTEVILLE STATE UNIVERSITY  
TEACHER OF THE YEAR AWARD RATING FORM**

NAME \_\_\_\_\_ RANK/TITLE: \_\_\_\_\_

Department: \_\_\_\_\_ Office Telephone \_\_\_\_\_

**PART I. Comprehensive Evaluations**

<b>2008 – 2009</b>	<b>2009 – 2010</b>	<b>2010 – 2011</b>
Score: _____	Score: _____	Score: _____

Comprehensive Evaluation Average Score: \_\_\_\_\_

**PART II. Student Evaluations**

<b>Fall 2008 and Spring 2009 Average</b>	<b>Fall 2009 and Spring 2010 Average</b>	<b>Fall 2010 and Spring 2011 Average</b>

**PART III. Peer Evaluations**

<b>Average 2008-2009</b>	<b>Average 2009-2010</b>	<b>Average 2010-2011</b>

Peer Evaluation Average Score: \_\_\_\_\_

**PART IV. PORTFOLIO**

<b>SCORE:</b> _____
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**PART V. SUMMARY**

	Average Rating/score	Percentage	Average Rating/Score X%
Part I. Comprehensive Evaluations		20	
Part II. Student Evaluations		20	
Part III. Peer Evaluations		20	
Part IV. Portfolio		40	
<b>COMPOSITE RATING:</b>			