

The Ohio State at Mansfield Excellence in Teaching Award Guidelines & Procedures

Description of the Award

The award will be given annually to one associated faculty/visiting professor and one tenure-track faculty member. The monetary amount of the award is \$1,000.

Recipient Qualifications

To be eligible for the award, an Ohio State Mansfield faculty member must meet the following qualifications:

- Be nominated (no self-nominations)
- Have taught 12 credit hours on the Mansfield Campus within three semesters of the nomination
- Have taught one full year on the Mansfield Campus (including current year, even though year is not finished)
- Have not received the award within the past five years

Excellence in Teaching Award Selection Committee

The committee will include the six award winners from the three previous years and one student member selected by the committee. If one of the three faculty in either category has retired, left OSU or otherwise cannot serve, award winners from four or five years ago (i.e., faculty still not eligible for award) might be asked to rejoin the committee. The committee will be chaired by the tenure-track faculty member with the longest tenure on the committee unless the committee agrees on a substitute. Because associated faculty members do not have service obligations, their participation on the committee is optional. However, if all faculty are willing to serve, it is possible to divide the work of the committee in half based on category. Once the committee has chosen a winner in each category, the previous year's winners will compose statements regarding why each recipient was chosen and read the statements when presenting the awards at the spring Day of Celebration event.

Nominations

Ohio State Mansfield students, faculty, staff, administrators, and recent alumni (from the past three years) are all eligible to nominate faculty. Students and recent alumni may only nominate instructors they have had in class. A nominator must provide their name and clearly state why a faculty member should be considered for the award.

The chair of the committee will tabulate the names of nominees and remove the name of the nominator from the information provided to the rest of the committee. Only the chair will have a record of the names of the persons making nominations. All nominations will be reviewed to ensure they are valid and to avoid possible conflicts of interest.

During the nomination period, the chair of the committee will consult with the Senior Associate Dean or Student Services to verify that each nominee is eligible for the award based on the recipient qualifications and to verify the teaching category (associated faculty/visiting professor or tenure-track).

Award Criteria

A valid nomination form is required for a candidate to be considered for the award.

In evaluating nominees, the committee might also choose to consider the following information:

- A course syllabus from the previous calendar year submitted by the nominee
- A teaching philosophy submitted by the nominee
- SEIs and comments from the previous three semesters
- Recent peer evaluation of teaching letters submitted by the nominee
- Class observations by the committee
- A record of being a finalist in recent years
- How recently the candidate has won the award

Qualities to consider include:

Classroom performance

- Organization and presentation of material
- Ability to stimulate students' interest
- Enthusiasm about subject matter and teaching
- Evidence of creating and maintaining high intellectual standards

Attitude toward students

- Availability outside the classroom
- Interest in students' success
- Ability to communicate with students

Knowledge of subject

- Intellectual rigor
- Commitment to subject

Timeline

- Circulate online nomination forms via Qualtrics upon return from Fall Break in October and the beginning of March.
- Send out announcement for all faculty via email.
- Additionally, contact Student Life Programs Coordinator and Marketing and Communications Associate to begin advertising nomination period (such as via DRM slides, email, Buckeye Bulletin, and social media sites). Have both run each week through the deadline.
- The nomination period for Fall semester should end the week before finals but should close before the end of March for the spring semester.
- Notify nominees with a congratulations email (see the folder for an example). Be sure this email says that if they are not contacted again, they did not make the short list.
- In Spring term, the committee should read nominations and meet to choose a short list for both awards.
- If the committee would like to review supporting material, invite faculty on the short list to submit any additional application materials by early April.
- Read materials and meet to select winner in each category by April 15th.
- Notify Faculty Services Office Associate (Ann Ireland) of the winners' names. She needs at least two weeks to make the plaques/get signatures before the Day of Celebration (which is typically held in early to mid-May). Also, alert HR (or have faculty secretary alert them) as soon as possible to have the prize money added to an upcoming paycheck.
- The committee chair should consider informing the winner in advance so they are sure to attend luncheon. The winners' identities are kept a secret from everyone else. Have the most recent teaching award winners write a speech and present the plaque at the May Day of Celebration luncheon.