Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE
Academic Affairs

AWARD FOR EXCELLENCE IN TEACHING

1. **Purpose:**

To establish campus procedures for nominating employees for the Board of Regents Excellence in Teaching Award.

2. **Policy References:**

   a. BOR policy of February 14, 1975, Awards for Excellence in Teaching and Research.
   b. CCCM #7000, Employees Awards, revised January 8, 1979.

3. **Campus Procedures:**

   a. The Provost each January with the advice of the Faculty Senate and the ASUH-WCC, names three faculty and three students to serve on an ad hoc committee to select the nominee for Excellence in Teaching Award for Windward Community College. The ad hoc committee names a chairperson, establishes its own operating procedures, and develops criteria which define the concept "excellence in teaching."

   b. The Provost announces in the January WCC Weekly Journal the availability of nomination forms (see Attachment A), and encourages nominations of faculty by students and faculty.

   c. Nominations along with supporting documents are submitted by those nominating to the Office of the Provost by the third Thursday in February; Provost transmits nomination forms and supporting documents to ad hoc committee for its review.

   d. Ad hoc committee reviews all nominations by the third Thursday in March, and forwards back to the Provost the name of the selectee, a summary justification for the selection made, and all forms and supporting materials.

   e. Provost forwards ad hoc committee's recommendation to the Office of Chancellor for Community Colleges. The transmittal includes an award citation and presentation plans.

4. **Effective Date:**

This policy is effective as of August 1, 1995.

Attachment A
WINDWARD COMMUNITY COLLEGE
NOMINATION FORM FOR EXCELLENCE IN TEACHING AWARD

The Board of Regents has provided for one Excellence in Teaching Award for a faculty member at each of the University of Hawai‘i Community Colleges. The award is made to an instructor in recognition of outstanding merit as a teacher. This award consists of a cash award, an engraved Board of Regents medal and is presented to the instructor selected at the Graduation Ceremony.

An instructor must be nominated by three individuals. The names of persons nominated and nominating will be held in confidence. Only the name of the campus selectee will be made public.

NAME OF NOMINEE (Print)__________________________ (Last) (First)

SUBJECT:______________________________________________________________________________________

Why do you believe this instructor is deserving of an excellence in teaching award? Give at least four (4) reasons. (Attach additional sheets if necessary).

Nominated by:

1. Name ___________________ Phone # ______________ Date __________

2. Name ___________________ Phone # ______________ Date __________

3. Name ___________________ Phone # ______________ Date __________

Submit to: Office of Provost
Eckerdt Bldg., Room 119
Windward Community College

DEADLINE:

WCC Form No. 4-11
Attachment A