Windward CC Policies and Procedures
Academic Affairs

Title: Excellence in Teaching Award

References:

1. BOR policy Sec. 5-2 of February 14, 1975 for Excellence in Teaching and Research
   (http://www.hawaii.edu/offices/bor/policy/borpch5.pdf)

2. CCCM #7000, Employees Awards, revised January 8, 1979
   (http://www.hawaii.edu/ccc/Docs/CCCM_PDF/7000-010879.pdf)

Background and purpose:

To establish and implement campus procedures and an advisory committee for nominating Windward CC faculty for the Board of Regents Excellence in Teaching Award.

Authority:

A. Changes to the Policies and Procedures originate with the Excellence in Teaching Award Committee and are implemented, with the advice of the Faculty Senate, at the discretion of the Chancellor.

B. The Excellence in Teaching Award Committee advises the Windward CC Chancellor on the selection of an annual awardee.

Procedures:

A. Committee Directives
   An Excellence in Teaching Award Committee shall be directed to offer the Windward CC Chancellor a recommendation for the Excellence in Teaching Award based on nominations from students, faculty, and staff at Windward CC. The Committee shall further offer advice to the Faculty Senate and Chancellor on changes to the Policies and Procedures governing the Excellence in Teaching Award.

B. Committee Membership
   The Excellence in Teaching Award Committee shall be composed of the previous three available awardees and two students appointed annually by the Konohiki Council. The committee names a chairperson at its first meeting of the academic year.

C. Documentation
   A recommendation in writing is provided privately to the Chancellor. No minutes are taken when discussing nominations and recommendations and, except for the awardee, the names of
nominees are not made public. Meeting dates and minutes discussing changes to the policies and procedures are posted on the committee's webpage.

The college's web administrator shall ensure that the nomination form and committee pages are up-to-date and functioning properly. Online nominations will require user authentication. The page shall be http://windward.hawaii.edu/Excellence_in_Teaching/.

D. Rubric
The committee ought to focus on the strength of the nomination narratives, although other available evidence can also be appealed to in determining the ideal awardee. The focus, however, is on the impact of the person on student success. This is not an award for effectiveness in the institution as such.

E. Regulations
One award shall be granted each academic year to a teacher, librarian, or counselor at Windward CC.
Only permanent of half time or greater faculty at Windward CC are eligible.
Previous recipients are not eligible to be nominated.
A nominator cannot be a member of the Excellence in Teaching Committee.
Faculty members are prohibited from soliciting their own nominators. Solicitation will result in disqualification.

F. Proposed Timeline
- August: Committee membership finalized
- September: The Committee suggests proposals, if any, to the Committee's policies and procedures to the Faculty Senate and Chancellor. The Faculty Senate advises the Chancellor on the proposals. Approved proposals are implemented by the end of October.
- November: Nominations open. Periodic announcements are sent to students via email, posted on the campus website, and printed in the campus newspaper.
- March:
  - first week - Nominations close.
  - third week - Committee makes its recommendation to Chancellor.
  - fourth week - The Chancellor determines awardee and forwards the name and other information to the Office of Vice President for Community Colleges. The transmittal includes an award citation and presentation plans.
- April: The Committee proposes changes, if any, to policies and procedures to the Faculty Senate and Chancellor. The Faculty Senate advises the Chancellor on the proposals. Approved proposals are implemented by the end of May.

Responsibilities:
The Windward CC Chancellor is responsible for ensuring that the Committee is formed and functions properly.

Effective date: August 1, 1995
Revised date: January ••, 2011

Note on Implementation:

If accepted, these Policies and Procedures will supersede both the current Policies and Procedures and the Directives for the Committee (which are deemed redundant).