



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

TO: Vice Presidents
Deans
Department Heads
Directors
Faculty
The Nicholls Worth
Inside NSU
SGA President
SGA Vice President
Student Organizations c/o Student Life

FR: Steven H. Kenney, Jr.
AVP for Human Resources & Chief Diversity and Inclusion Officer

RE: Presidential Award for Teaching Excellence

It is time again to call for nominations for the Presidential Award for Teaching Excellence.

In compliance with the Nicholls State University *Policy and Procedure Manual*, the call for nominations occurs by releasing notice in the above publications and requesting nominations from the above individuals. I ask for your assistance in nominating those faculty members who truly meet the criteria of excellence for this honorable award.

The screening committee will consist of an appropriate number of winners from the previous years and the SGA President and Vice President will each appoint one member to the committee. Final approval of the composition of the screening committee rests with the University President.

The nomination deadline to submit completed packages to the Office of Human Resources, in a sealed envelope addressed to the attention of Steven Kenney, is April 10, 2020. A checklist form for the nomination packet, and the complete nomination and eligibility requirements, as listed in *Academic Titles and Special Awards* on the internal administrators' drive (V Drive), are attached.

Thank you for your assistance.



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

Presidential Award for Teaching Excellence

Eligibility

All full-time faculty members including lecturers, with five consecutive years of service at Nicholls State University are eligible. Department heads and deans are ineligible. A person receiving the award shall not be eligible again for three consecutive fiscal years.

Nominations

A faculty member may be nominated by

- A student
- An alumnus/alumna
- A peer
- A department head
- A dean

When to Nominate

The nominations will take place during the period of administrative evaluation of faculty and will follow the calendar published by the Office of the Provost and Vice President for Academic Affairs. The Office of Human Resources will call for nominations by

- Releasing a notice to the student publication *The Nicholls Worth* and to student organizations
- Releasing a notice to Nicholls alumni through the alumni association's publication *The Colonel*
- Writing a memorandum to all deans, department heads, and faculty members and releasing a notice to *Inside NSU*.

Nomination Procedure

The individual nominating the faculty member will notify the faculty member's Department Head of the nomination. Using an appropriate form, the Department Head will notify the faculty member of the nomination. The form will contain a checklist of what the nominee must provide to support the forwarding of the dossier. This checklist is available through the Academic Deans or the Office of Academic Affairs. The Department Head and the academic Dean will validate the criteria necessary to support the nomination. The academic Dean will forward the nomination, complete with the faculty member's dossier, to the Office of Human Resources.

A committee appointed by the President will review all waiver requests when screening the nomination forms. The screening committee, using the published criteria, will make the final recommendation to the university President. For the first year, each college will elect three faculty members to the final screening committee. The President, in consultation with the President of the Faculty Senate, will appoint the screening committee, selecting one faculty member from each college. The SGA president and vice president will each appoint one member to the screening committee. After the first year, an appropriate number of winners from the previous year will serve



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

as the screening committee. Student members of the committee will continue to be appointed in the manner above. Final approval of the composition of the screening committee rests with the University President, who will confer with the Faculty Senate President prior to his decision.

Necessary Criteria

Outstanding student ratings for the past five years. (The faculty member may request a waiver of this requirement with justification. i.e. "For this course the instructor has the best evaluations in the department, but this course never receives outstanding evaluations.")*

Outstanding administrative evaluations for the past five years. The faculty member shall have received a rating of excellent (or the departmental equivalent) in the area of teaching in the administrative evaluation of faculty member. (The faculty member may request a waiver of this requirement.)*

***A faculty member can request only one waiver with justification.**

Teaching excellence demonstrated through

- A curriculum vitae which clearly demonstrates interest in the aspects of teaching. The curriculum vitae format provided in Appendix E, page 1, in the NSU Faculty Handbook should be followed. (The faculty member may not request a waiver of this requirement.)
- The nominated individual's written philosophy of the importance and role of teaching in the individual's discipline. (The faculty member may not request a waiver of this requirement.)
- A course syllabus. (The faculty member may not request a waiver of this requirement.)
- Five written testimonials, three of which are from former students who are now alumni. (The faculty member may not request a waiver of this requirement.)

Award

The faculty member(s) selected will receive

- An appropriate framed certificate.
- A one-time cash award of \$1000 donated by the Nicholls Alumni Federation (\$500) and the Nicholls Foundation (\$500). In addition, recipients will receive a \$1000 base salary adjustment beginning with the next academic year.



Nicholls State University

OFFICE OF HUMAN RESOURCES

P.O. Box 2105 Thibodaux, LA 70310 • T 985-448-4050 F 985-449-7026 • www.nicholls.edu

**Checklist for Nomination Packet
Presidential Award for Teaching Excellence**

- () Letter of Nomination
- () Outstanding Student Ratings for the past five years (Student Evaluation of "Delivery of Instruction" - section A.a. of the Annual Performance Evaluation - should be at least 8.0 for all five years).

_____ 2018 _____ 2017 _____ 2016 _____ 2015 _____ 2014

- () Request of Waiver of above requirement.*
 - () Yes () No

- () If "Yes", a written justification of request by nominee.

- () Outstanding Administrative Evaluations for the past five years. (A rating of excellent of the department equivalent in the area of teaching in the administrative evaluation of faculty member).

_____ 2018 _____ 2017 _____ 2016 _____ 2015 _____ 2014

- () Request of Waiver of above requirement.*
 - () Yes () No

- () A curriculum vitae which demonstrates interest in teaching aspects
- No waiver allowed
- () A written philosophy of the importance and role of teaching in the individual's discipline
- No waiver allowed
- () Course syllabi - No waiver allowed
- () Five (5) written testimonials, three of which are from former students who are now alumni
- No waiver allowed

*** A faculty member can request only one waiver with justification.**

WE CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE.

NOMINEE'S SIGNATURE _____ DATE _____

DEPARTMENT HEAD'S SIGNATURE _____ DATE _____

DEAN'S SIGNATURE _____ DATE _____

COMMITTEE CHAIR _____ DATE _____