

SMITH AWARD FACULTY AWARD TIMETABLE

Date	College Selection Committees	University Advisory Panel	Provost & President
Faculty Planning Week	Departments elect representatives to serve on the College Selection Committees and submit to Dean.	University Advisory Panel members elected by the Colleges and names submitted to the Provost.	
Mid-Fall Semester	College Selection Committees meets to elect chair from its membership.	Previous chair of UAP will convene the first meeting of the University Advisory Panel to elect chair from its membership.	
Fall last day of classes	Faculty members submit nominations for college nominee(s) for award recipient to chair of College Selection Committee . The chair will inform the nominee(s).		
February 15	Nominees must submit Required Submission Materials to the chair of College Selection Committee .		
Last Friday Before Spring Break	Each College Selection Committee selects its college nominee(s) for the award.		
Last Friday Before Spring Break	The College Selection Committees forward the name(s) of the nominee(s) and their Required Submission Materials to the chair of the University Advisory Panel for Smith Faculty Award .	The chair of the University Advisory Panel receives the name(s) of the nominee(s) and their Required Submission Materials from the chairs of the College Selection Committees .	
Early April		The chair of the University Advisory Panel forwards the name of the faculty member recommended to receive the award to the Provost.	The Provost discusses the recommendation with the President, notifies the chair of the University Advisory Panel of their decision, and informs the chair of any additional action required by the Panel.
TBA		The chair of the University Advisory Panel announces the award recipient at the Service Award Ceremony.	

Criteria for Qualification

The Smith Award was instituted by Mr. Joseph Smith in the memory of his wife Alice in 1995. The purpose of this award is to recognize and to reward superior classroom teaching. To qualify for nomination for the Smith Faculty Award, the following criteria must be met.

1. A nominee must demonstrate consistently superior teaching appropriate to their discipline, as manifested in such evidence as: student evaluations, annual evaluations from the department head or associate dean (as appropriate), and a course syllabus. Teaching will be 80% of the assessment while Service and Scholarly Activities will each account for 10% of the award evaluation.
2. The nominee must be a full-time, permanent employee of CSU for a minimum of three years.
3. The nominee must have a minimum of three consecutive years of more than two-thirds time in classroom teaching by the time the award is presented.
4. Faculty who have served as administrators (i.e. department heads, deans, associate deans, vice presidents, associate vice presidents) may be nominated only if they have left their administrative roles and functioned as faculty for at least three consecutive years. Those who have held only administrative positions are not eligible for consideration.
5. Nominees should be individuals whose contributions to CSU have been consistently positive. Thus, a nomination should be based on a given individual's *total* service to this institution.
6. Nominees may not include winners from the three previous years.
7. Nominees may not serve on either College Selection Committees or the University Advisory Panel for the Smith Faculty Award. If a member of one of these committees is nominated, the member must resign the position on the committee in order to continue as a nominee.
8. A nominee must submit the Required Submission Materials to the University Advisory Panel, through the college selection committee, in order to be considered. (Note: Specific requirements for these materials are listed on a separate document).

Procedures for College Committees' Selections of College Nominees

The following procedures apply to the Selection Committees from the academic colleges in determining nominees for the Smith Faculty Award.

1. Each college will have one nominee—with the exception of the College of Arts and Sciences which will have two. The breakdown is as follows:

College of Arts and Sciences	2 nominees from different departments
College of Business	1 nominee
College of Health	1 nominee
College of Information and Mathematical Sciences	1 nominee

2. Membership on each college's selection committee will be limited to non-administrative faculty. Each department within each college should elect its representative to this committee. Should a vacancy occur on any college's selection committee, a new person must be elected.
3. Each college committee should select its nominee(s) from nominations submitted by any college member with faculty rank (instructor, assistant, associate, full professor). Letters of nomination should be addressed to the chair of the college's committee and should be no longer than one page (or two pages double-spaced). These nominations should be submitted by the last day of Fall semester classes. (Note: Departments must replace any representative to the College Selection Committee who is nominated to receive this award).
4. SGA will nominate and select one additional "at large" candidate by the last day of classes in the Fall semester.
 - ❑ Students will use a Web-based nomination form.
 - ❑ Eligible professors will be listed in a drop-down menu.
 - ❑ SGA will be responsible for processing the nominations and selecting a nominee.
 - ❑ SGA will be responsible for sending the name of their nominee to the Chair of the University Smith Committee by the last day of classes in the Fall semester. The Chair will notify this nominee and also alert them as to the requirements of the selection process.
5. Nominations should be received and reviewed by the College Selection Committees by February 15 and completed no later than the first Friday in March before Spring Break.
6. Selection committees should follow the award criteria and timeline in making their recommendations.
7. The colleges' selection committees should submit their recommendation(s) and all the required materials to the University Advisory Panel for the Smith Faculty Award no later than the first Friday in March before Spring Break.

REQUIRED SUBMISSION MATERIALS

All materials should be submitted digitally. Each nominee will submit to their college-level Smith Award D2L site.

- 1) Summary of Professional Activity
 - a) Most recent 3-year period as one document.
- 2) Student Evaluations and Comments
 - a) All available evaluations for same 3-year period as Summary of Professional Activity.
 - b) All student evaluations and comments must be clearly labeled as to the applicable semester, consolidated into one file. (Check with CELT for how-to instructions.)
- 3) Evaluations by unit head (Department Chair or Associate Dean) for the same 3-year period consolidated into one file.
- 4) A reflective statement about teaching and learning
 - a) Maximum 2 pages, 12 pt., Times New Roman font, one-inch margins.
 - b) At the beginning of your reflective statement, briefly state the highlights of your record during the 3-year period in each of the areas of Teaching, Service, and Scholarly Activities. The remainder and major emphasis of your statement should focus on teaching and learning.
- 5) Recorded lecture that captures a lesson delivered to student(s). **See separate Video Guideline instructions.**
 - a) Course Syllabus for the recorded session. (Please include Course Schedule if not included in syllabus.)
 - b) Recorded Lesson Information sheet for recorded lecture:
 - i) Link to recorded lecture
 - ii) Date(s) of lesson recorded
 - iii) Major topic of lesson
 - iv) Corresponding point or topic listed on syllabus/schedule
 - v) Immediate previous lesson on syllabus/schedule
 - vi) Any additional information you can provide to allow reviewers to understand this lesson's place relative to the overall semester such as: Format of the lesson (lecture, interactive discussion, group work, etc.), number of students in the class, type of classroom, any information about the class setting or arrangement of the students, etc.

ADDITIONAL INFORMATION

Weights on the evaluation form:

Weights (%)
Teaching: 80%
Research: 10%
Service: 10%

SMITH FACULTY AWARD EVALUATION FORM

Nominee _____

Title/Rank _____ Department/College _____

Reviewer _____

Rank each nominee in order (10, 9, 8, 7, 6, and 5) for each of the three areas of responsibility.

I. Teaching Effectiveness

This category relates to the nominee's accomplishments as a teacher. It includes, but is not limited to, instruction of students, course development, evaluation of programs, evaluation of courses, and course materials development.

A. Instruction of students..... $\underline{\hspace{2cm}}$ x5 = $\underline{\hspace{2cm}}$

B. Planning, development..... $\underline{\hspace{2cm}}$ x3 = $\underline{\hspace{2cm}}$

II. Service to the Institution

This category includes, but is not limited to, the nominee's service on standing committees, ad hoc or special committees, advisement of students, other special assignments that specifically enhance the Institution, involvement on community committees, task forces, charitable organizations, and civic clubs and organizations.

$\underline{\hspace{10cm}}$ x1 $\underline{\hspace{2cm}}$

III. Professional Development and Scholarship

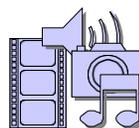
This includes, but is not limited to, peer-reviewed journal articles and presentations, artistic and/or musical compositions and performances, presentations at scholarly meetings and before professional organizations, contributions to the body of knowledge in the nominee's discipline and other scholarly writings.

VIDEO GUIDELINE INSTRUCTIONS

1. The application process includes submission of a video that corresponds to one unit of instruction, up to a 75 minute maximum length. CELT (Center for Excellence in Teaching and Learning) has set up a private video channel on Office365 for recordings. All videos will need to be shared with CELT@clayton.edu for uploading. Be sure to include the Recorded Lecture Information Sheet with your application.

2. You have two options for lecture session capture.
 - a. Option 1 is Kaltura, a lecture capture software, recorded on your laptop. Kaltura will allow recording the screen, webcam, and microphone simultaneously. More information can be found at <http://www.clayton.edu/celt/Kaltura>. Kaltura users should email CELT@clayton.edu so that your recording can be migrated to the private video channel for the committee.
 - b. Option 2 is to contact CELT to borrow a camera and tripod. CELT will assist with processing the footage and uploading to Office365. It is the candidate's responsibility to initiate the process early and monitor through completion to ensure your recording is uploaded to the appropriate location by the deadline. The sooner you contact CELT, the more likely you will be able to receive assistance during your preferred date/time. To check out a camera email CELT@clayton.edu.

3. A candidate who chooses to submit an online class session can submit a series of asynchronous events captured from this class, combined into a suitable digital presentation. Contact CELT@clayton.edu for assistance.



Recorded Lesson Information Sheet

Instructor _____

Date(s) of Lesson Recorded _____

Major Topic of Lesson:

- * Corresponding point or topic listed on syllabus:
- * Immediate previous lesson on syllabus:

Any additional information you can provide to allow reviewers to understand this lesson's place relative to the overall semester such as: Format of the lesson (lecture, interactive discussion, group work, etc.), number of students in the class, type of classroom, any information about the class setting or arrangement of the students, etc.

Clayton State University Smith Evaluation Form

Organization

The purpose of the lesson was stated clearly at the beginning or another appropriate opening activity was used.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Important concepts and ideas were emphasized and restated.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Smooth transitions were made from one topic to another. Relationships between and among topics were bridged effectively.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Main points and ideas were summarized by either instructor or students.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Presentation

Lesson was interactive encouraging student participation.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Instructor was attentive to students' comments and questions and restated for the class, if necessary, before answering.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Lesson, where appropriate, demonstrated effective use of technology.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Lesson was presented in a manner to hold students' interest and attention.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

When appropriate, as many students as possible were drawn into discussion.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Appropriate feedback and encouragement were given to students.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Instructor communicated clearly and effectively.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

The lesson and delivery allowed students time to reflect and ask questions.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Lesson was structured to promote critical thinking.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Lesson was brought to a successful close by reviewing major themes and tying up any loose ends.

Excellent	Good	Average	Below Average	Poor
5	4	3	2	1

Comments:

Other comments and observations: