

Academic Affairs Manual

Lyle E. Gibson Dominguez Hills Distinguished Teacher Award

1.0 PURPOSE

- 1.1 This purpose of these Operating Procedures is to lay out the process by which a recipient will be selected annually for the Lyle E. Gibson Dominguez Hills Distinguished Teacher Award in accordance with the criteria set forth by the CSUDH Academic Senate resolution pertaining to this award.
- 1.2 The purpose and background for this award is as follows: The Lyle E. Gibson Dominguez Hills Distinguished Teacher Award was established by presidential memorandum as an award recognizing persons who know their subject thoroughly, who manifest in their teaching an understanding of broad areas of knowledge, and who demonstrate an ability to select, organize, and interpret with discernment the materials relevant to the courses they teach. They are recognized for their ability to communicate the materials of their courses effectively, for their active interest in the progress of students as individuals, and for qualities that lead them to search continually for new and creative ways to present materials and to generate intellectual enthusiasm among students.

2.0 ORGANIZATIONS AFFECTED

- 2.1 All CSUDH full-time faculty and lecturers, except those who teach primarily at another campus
- 2.2 The Provost and Vice President for Academic Affairs
- 2.3 The Assistant Vice President for Faculty Affairs
- 2.4 The University Leaves and Honors Committee

Approved: Allen A. Mori

Date: 12-1-2004

3.0 REFERENCES AND RELATED PROCEDURES

- 3.1 References: The CSUDH Academic Senate resolution on the Lyle E. Gibson Dominguez Hills Distinguished Teacher Award
- 3.2 Related Procedures: Academic Senate resolutions and Academic Affairs Operating Procedures pertaining to other University faculty awards

4.0 POLICY

- 4.1 All CSUDH full-time faculty and lecturers, except those who teach primarily at another campus are eligible, if they have not have received the award in the past five years. Faculty who teach primarily at another campus shall not be eligible.
- 4.2 The teaching activities cited as the basis for this award must have been performed in the capacity of employment at CSUDH.
- 4.3 The quality of teaching shall be measured by concrete evidence of exceptional teaching achievement. This evidence may consist, in part, of:
 - 4.3.1 statements by students indicating their enthusiasm for the professor's effectiveness in teaching;
 - 4.3.2 peer evaluations, which should include assessment of the ability of the instructor to reach and teach students;
 - 4.3.3 evidence of the use of innovative approaches to teaching;
 - 4.3.4 evidence of originality and creativity in the classroom;
 - 4.3.5 the development of teaching strategies (e.g., excellent use of mediated instruction in teaching) that are helpful to other instructors both within and outside their immediate fields;
 - 4.3.6 other course materials.
- 4.4 The University Leaves and Honors Committee shall adjudicate the Lyle E. Gibson Dominguez Hills Distinguished Teacher Award.
- 4.5 The call for nominations shall be consistent with other University faculty awards.
- 4.6 Any CSUDH faculty member may submit no more than one nomination.

5.0 DEFINITIONS

- 5.1 Eligible Faculty: Full-time faculty and lecturers employed by CSUDH to teach who are not primarily teaching at another campus.

6.0 RESPONSIBILITIES

6.1 The Assistant Vice President for Faculty Affairs

- 6.1.1 The Assistant Vice President for Faculty Affairs (AVPFA) shall be responsible for organizing the nomination process for this award.

- 6.1.1.1 By the first working day in November of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.

- 6.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it.

- 6.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.3).

- 6.1.1.1.3 The nomination notification shall indicate that:

- 6.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.

- 6.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.

- 6.1.1.1.3.3 All nominations must be signed by the person making the nomination.

- 6.1.1.1.3.4 Each member of the campus community may nominate no more than one person.

- 6.1.1.1.3.5 Faculty may nominate themselves.

- 6.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the last working day in November.

6.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.

6.1.2.1 The notification shall be sent by the 10th working day in December.

6.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.3).

6.1.2.3 The notification shall indicate that:

6.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.

6.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the last working day in January.

6.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.

6.1.3 The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee by the 10th working day in February.

6.1.4 Upon receipt from the University Leaves and Honors committee of notification of their selection of the recipient of this award, the AVPFA shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini-file and other supporting documents, including the cover document provided by the Committee.

6.2 The University Leaves and Honors Committee shall:

6.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.

6.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.3), select a recipient for the current academic year

6.2.3 By the 10th working day in March, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.

6.3 The Provost and Vice President for Academic Affairs shall:

6.3.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.

6.3.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.

6.3.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Service; Research, Scholarship, and Creative Activities; and Presidential Outstanding Professor awards.

6.3.4 Cause the name of the recipient to be acknowledged at Honors Convocation and at Commencement that year in a manner similar to that of the other faculty recipients.

6.3.5 Cause the recipient to be acknowledged at other appropriate awards receptions.

6.3.6 Cause a certificate, and a monetary award that is consistent with the Service award and the Research, Scholarship, and Creative Activity award, to be given to the recipient.

7.0 **PROCEDURES** (This sections consists of a summary of the steps described in section #6, with those steps placed in chronological order.)

7.1 The Assistant Vice President for Faculty Affairs

7.1.1 The AVPFA shall be responsible for organizing the nomination process for this award.

7.1.1.1 By the first working day in November of each year, the AVPFA shall cause a notification to be issued to all CSUDH faculty, staff and students announcing the nomination process for this award.

- 7.1.1.1.1 This notice shall go in e-mail format to the entire campus community and/or be posted so that everyone has access to it
- 7.1.1.1.2 The notice shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.3).
- 7.1.1.1.3 The nomination notification shall indicate that:
 - 7.1.1.1.3.1 Any member of the campus community -- faculty, staff or student -- may nominate a faculty member for the award.
 - 7.1.1.1.3.2 All nominations must include the reason(s) why the person being nominated warrants consideration for the award.
 - 7.1.1.1.3.3 All nominations must be signed by the person making the nomination.
 - 7.1.1.1.3.4 Each member of the campus community may nominate no more than one person.
 - 7.1.1.1.3.5 Faculty may nominate themselves.
 - 7.1.1.1.3.6 All nominations must be received in the office of the AVPFA by 5 p.m. on the last working day in November.
- 7.1.2 The AVPFA shall collate the nominations, confirm the eligibility of those nominated, and then notify each of the eligible nominees of his/her nomination.
 - 7.1.2.1 The notification shall be sent by the 10th working day in December.
 - 7.1.2.2 The notification shall include the purpose of this award (see 1.2) and the policy concerning eligibility and the types of evidence that may be submitted in support of the nomination (see 4.1 – 4.3).
 - 7.1.2.3 The notification shall indicate that:

- 7.1.2.3.1 Each nominee, if s/he wishes to be considered a candidate, should submit a mini-file of supporting material consistent with the criteria for the award but must at least sign a release allowing members of the University Leaves and Honors Committee access to his/her Personnel Action File. The mini-file must specifically address the criteria for the award.
 - 7.1.2.3.2 The mini-file and/or release must be received in the office of the AVPFA by no later than 5 p.m. on the last working day in January.
 - 7.1.2.3.3 The failure to submit a mini-file or release by this time will be taken to mean that the nominee does not wish to be considered a candidate for this award.
- 7.1.3 The AVPFA shall collate the documents from all those wishing to be considered candidates and then forward the list of candidates, together with all documents supporting these candidacies, to the Chair of the University Leaves and Honors Committee by the 10th working day in February.
- 7.2 The University Leaves and Honors Committee shall:
- 7.2.1 Receive from the AVPFA the list of candidates for this award, together with all documents supporting their candidacies.
 - 7.2.2 Applying the criteria implicit in the purpose of this award (see 1.2) and the policies relevant to this award (see 4.1 – 4.3), select a recipient for the current academic year
 - 7.2.3 By the 10th working day in March, notify the AVPFA of the identity of the selected recipient, and forward to the AVPFA that person's mini-file, together with a cover document indicating the basis for the Committee's selection.
- 7.3 The AVPFA, upon receipt from the University Leaves and Honors Committee of notification of their selection of the recipient of this award, shall notify the Provost as to the name of the recipient and shall forward to the Provost the person's mini-file and other supporting documents, including the cover document provided by the Committee.
- 7.4 The Provost and Vice President for Academic Affairs shall:
- 7.4.1 Receive from the AVPFA the name of the person selected to receive this award, together with the supporting documents.

- 7.4.2 Inform the President of the name of the person selected to receive this award and make the supporting documents available to the President if he so desires.
- 7.4.3 Announce, or ask the President to announce, the recipient at the same time as, and in a manner similar to, the announcement of the recipients of the Service; Research, Scholarship, and Creative Activities; and Presidential Outstanding Professor awards.
- 7.4.4 Cause the name of the recipient to be acknowledged at Honors Convocation and at Commencement that year in a manner similar to that of the other faculty recipients.
- 7.4.5 Cause the recipient to be acknowledged at other appropriate awards receptions.
- 7.4.6 Cause a certificate, and a monetary award that is consistent with the Service award and the Research, Scholarship, and Creative Activity award, to be given to the recipient.