

**TEXAS STATE UNIVERSITY SYSTEM (TSUS) REGENTS' TEACHER AWARD
CRITERIA AND GUIDELINES
October, 2014**

PURPOSE: The purpose of the TSUS *Regents Teacher Award* is to honor exceptional instructors at TSUS campuses. The focus of the program is to reward outstanding performance in their roles as teachers, as evidenced by their dedication, skill and knowledge of curriculum.

AWARD: Regents' Teacher Award recipient(s) may be selected every year as funding allows, and will consist of the following:

- All recipients will be designated as a TSUS Regents' Teacher, and maintain the title for the duration of their service within TSUS.
- Recipients will receive a \$3000 award, a framed Board of Regents Resolution, and a commemorative medallion bearing the seal of the System.

ELIGIBILITY: Nominees must be full-time faculty members with at least five consecutive years of teaching experience at the institution. Additionally, the candidates will demonstrate a record of distinguished teaching.

SELECTION PROCESS:

- The Texas State University System Foundation (TSUSF) Executive Director will call for nominations for the award and the start of the selection process no later than **May 1** of each year.
- Utilizing the existing campus framework for recognizing and awarding excellence, the local committee will select a limited number of nominees from whom additional information (outlined below) will be requested. The committee will assess the materials on the basis of the selection criteria and will forward their recommendations to the president.
- The president, in turn, will make his/her recommendation to the Executive Director no later than **August 1**. The Executive Director will forward the nomination packets to the Evaluation Committee.
- Applications will be reviewed and ranked by the Evaluation Committee, consisting of the TSUS Chancellor, the Vice Chancellor for Academic Affairs, and the TSUSF Executive Director. Their rankings shall be completed by **October 1**. [Note: This process will

change when there are at least five recipients of the Regents' Teacher Award, at which time the Evaluation Committee will thenceforth be composed of previous recipients.]

- The Executive Director will forward the rankings and Executive Summaries to the TSUSF Board of Directors as soon as possible. **Prior to November 15**, the Board of Directors will a) determine the number of Regents' Teacher Awards for the current year, and b) select the winner(s), with the goal of announcement at the November TSUS Board of Regents meeting.
- Presentation of the award will occur at the February Board of Regents' meeting the following year.

SELECTION CRITERIA: With due regard for the significance of this award, the materials assembled for consideration should offer a summary of the nominee's best performance in teaching. Each nominee will submit his/her portfolio electronically, including and limited to the following areas. Documents should include all categories of information requested. Items in **boldface** are emphasis items:

- Narrative presentation including philosophy of teaching, courses developed, and teaching methodology.
- Description of innovative teaching materials, methods, uses of technology, etc.
- **Formal standard evaluations** (students, peers, supervisors).
- **Evidence of outstanding accomplishment of learning outcomes.**
- **Number of courses taught per year.**
- **Number of students taught per year.**
- Citations or other acknowledgements by former students (letters, e-mails, cards, etc.).
- Other assessments (licensure examination records of former students, letters of commendation from peers inside and/or outside System component, etc.).
- Teaching awards/recognition.
- Other applicable documentation.
- **Executive Summary** for review by the Board of Regents and the TSUSF Board of Directors consisting of a condensed curriculum vitae and a compilation of the candidate's teaching achievements.

NOMINATION PACKAGE: Following review and concurrence by the campus president, a formal nomination package will be prepared for review by the Evaluation Committee and submitted to the Executive Director. **The package will be no longer than 25 pages total, and the host institution will upload all materials in a single PDF file to the Regents' Teacher TRACS workspace** (<https://tracs.txstate.edu>). The TSUSF Executive Director will provide specific uploading procedures. Order of submission and recommended page lengths are as follows:

- Letter of Transmittal (from President): Up to 2
- Curriculum Vitae: Up to 3
- Portfolio (materials outlined above under Selection Criteria): Up to 10
- Other Letters of Recommendation: Up to 8
 - 1 from a student (2 pages)
 - 1 from a colleague (2 pages)
 - 1 from an external source (2 pages)
 - 1 other of candidate's choice (2 pages)
- Optional: One other section of candidate's choice: Up to 2
- Executive Summary: Up to 2
- **TOTAL**: **25 maximum**

A campus may nominate no more than one person per 140 full-time faculty members, based on reported fall Coordinating Board numbers in the current academic award year. Schools with fewer than 140 full-time faculty members may nominate one person.