# SMITH 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** meet 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 pages (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 February15 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 theirrecommendations.

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. (Use Adobe Acrobat PRO to combine the documents. You can obtain a copy by contacting the HUB.)
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'splace 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……          _____x5 = _____

   B.  Planning, development……          _____x3 = _____



**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.

   _____x1 = _____


**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.

   _____x1 = _____

# VIDEO GUIDELINE INSTRUCTIONS

1. The application process includes submission of a video that corresponds to one unit of instruction, 50 minutes up to a 75 minute maximum length. Be sure to include the Recorded Lecture Information Sheet with the link to the video with your application.

2. Please use Kaltura, a lecture capture software, to record the lecture on your laptop. Kaltura will allow recording the screen, webcam, and microphone simultaneously. Linked below is a guide for reference on sharing videos that are hosted on Kaltura. It covers how to share a link to a video external to a course on D2L.

   https://claytonstateuniversity.sharepoint.com/sites/CELT/Kaltura/SitePages/Sharing-videos-with-MediaSpace.aspx

3. **For candidates teaching asynchronous online courses:** 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. It is strongly recommended that this video submission include an interactive student component.

   Contact CELT@clayton.edu for assistance in linking your videos.
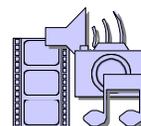
 

**Recorded Lesson Information Sheet**

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. The video evaluation form below may be helpful in preparation of your video submission.

## 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:

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Important concepts and ideas were emphasized and restated.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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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:

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

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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**Presentation**

Lesson was interactive encouraging student participation.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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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:

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Lesson, where appropriate, demonstrated effective use of technology.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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Appropriate feedback and encouragement were given to students.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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Instructor communicated clearly and effectively.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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Lesson was structured to promote critical thinking.

| Excellent | Good | Average | Below Average | Poor |
|-----------|------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |

Comments:

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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:

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Other comments and observations: