

Nomination process for P&HCC Teaching Faculty of the Year

- Any stakeholder can nominate a member of P&HCC's full-time teaching faculty. This includes administrators, faculty, staff, students, and members of the community. The nomination will be channeled to the Dean who supervises the faculty.
- A nomination period will be established and marketed through P&HCC Public Relations/Marketing team. The Marketing team should consider ways to make it easy for students to nominate faculty. For example, the team might consider providing an invitation to nominate (along with a link to the nomination form) when the student clicks on the Faculty Evaluation for their professor. The nomination form should identify the dean that supervises the faculty to be nominated.
- Anyone who nominates faculty for the award will be asked to provide specific examples related to their nominee's outstanding practice.
- Each Dean will curate the nominations within his division. Using criteria outlined in the rubric for judging the award, **the Dean will select up to two candidates to put forth to the Foundation's panel of judges.**
- The Dean will compile a Faculty Portfolio for each faculty he/she plans to put forth. The packet will begin with an Executive Summary highlighting the faculty's accomplishments and exemplary practices. The Executive Summary should clearly reference how these accomplishments fit within the particular category (or categories) under consideration for the award. In addition to the Executive Summary, the Dean will include any supporting material (e.g., copies of nominations, testimonials, data, artifacts of work, etc.). The reason(s) why particular items are included for support should be clear in the Executive Summary.
- The Vice President for Academic and Student Development Services has the option to nominate one additional faculty (beyond the faculty put forth by the Deans) if he/she wishes. To support the nomination, he/she should obtain all relevant nomination materials given to that faculty's Dean. The Vice President will be responsible for compiling the same Faculty Portfolio described above for faculty nominated by Deans. A deadline will be set for the Deans and Vice President to submit the Faculty Portfolios to the Foundation.
- Membership on the panel of judges for the P&HCC Teaching Faculty of the Year
 - One member of the panel of judges must be the previous year's P&HCC Teaching Faculty of the Year. If this person is not available, a substitute will be selected by vote from the full-time faculty. Any faculty nominated for the P&HCC Teaching Faculty of the Year Award will be excluded from consideration as a panel member.

- Restrictions on winning the award
 - A recipient of the PHCC Teaching Faculty of the Year cannot be considered for the award for three years after winning. For example, the winner of the 2017 award cannot be considered for the award in 2018, 2019, or 2020. He/she may be considered again in 2021.
 - The recipient of the Distinguished Faculty Award (i.e., the runner-up for the PHCC Teaching Faculty of the Year) has no restrictions on being considered again for either the PHCC Teaching Faculty of the Year or the Distinguished Faculty Award.

- Rubric for the judging the award
 - A rubric for judging the award will be provided to the panel.
 - The rubric is more heavily weighted for the column indicating exemplary practice.
 - The nominee with the highest score on the rubric will be designated the PHCC Teaching Faculty of the Year. The runner-up will receive the Distinguished Faculty Award.
 - In the event of a tie, the judging panel should examine the Faculty Portfolio as a whole to determine which faculty is most deserving of the award.