

## **Guidelines for Fall 2009 TAMUS Teaching Excellence Awards**

1. The TAMUS Teaching Excellence Awards program is strictly voluntary and will not be used in a faculty member's reappointment, tenure and promotion reviews. The deadline for faculty members' participation for the Fall term is October 23, 2009.
2. Eligible faculty members include:
  - a. Graduate Assistant, Adjunct, Lecturer, Instructor, Assistant, Associate and Full Professors
  - b. Full-Time or Part-Time
  - c. Tenure, Tenure-Track and Non-Tenure Track
3. Eligible classes include:
  - a. Classes of 3 semester credit hours (SCH) or more
  - b. Classes with an enrollment of 15 or more students
  - c. A minimum of two-thirds of the students enrolled (based on the 20<sup>th</sup> class day report) completing the teaching evaluation
4. Faculty must directly teach a minimum of 90% of each course to be eligible.
5. Awards shall be solely based on the average score of the TAMUS Faculty Evaluation form which is comprised of sixteen questions. No other selection criteria will be used.
6. The awards shall be based on the ranking of the faculty's score on the TAMUS Faculty Evaluations, highest to lowest, with:
  - a. The top 5% shall receive an award in the amount of at least \$5,000 for classes between 15 and 50 students, and may increase up to a maximum of \$10,000 depending on class size.
  - b. The next 15% shall receive an award in the amount of at least \$2,500 for classes between 15 and 50 students, and may increase up to a maximum of \$5,000 depending on class size.
7. Faculty are eligible for only one award per year, but are eligible based upon each individual course taught and not based upon the average of their course scores. A course with a single lecture time, but with multiple laboratory times will be considered as an individual course.
8. Each member will submit a file containing a complete listing of all faculty members that participated in the Teaching Excellence Award which will be used to determine the faculty ranking (Top 5% and Next 15%).

At a minimum, the file will contain the faculty member's:

- Name
- Title (i.e. Dr.)
- Employee PIN
- UIN
- Position title
- Department
- Course prefix (ENGL)
- Course number/section
- Number of students enrolled as of the 20<sup>th</sup> class day
- Number of students that participated in the TAMUS Faculty Evaluation
- Average score

An example of the file will be provided.

9. The file containing the Teaching Excellence Award results will be submitted to the Office of Academic Affairs no later than Monday, January 11, 2010. This is to allow sufficient time to ensure awardees receive their awards by the middle of February 2010.
10. Members may not inform or release award winner names until notified by the Office of Academic Affairs.
11. All costs associated with performing the TAMUS Faculty Evaluation survey shall be assumed by each member.

### **Ranges for Teaching Excellence Awards**

#### **Top 5%**

15 – 50	Students -	\$ 5,000
51 – 75	Students -	\$ 6,500
76 – 100	Students -	\$ 8,000
Over 100	Students -	\$ 10,000

#### **Next 15%**

15 – 50	Students -	\$ 2,500
51 – 75	Students -	\$ 3,250
76 – 100	Students -	\$ 4,000
Over 100	Students -	\$ 5,000