



**MONTCLAIR STATE**  
**UNIVERSITY**

**MEMORANDUM**  
**Office of the Provost**

Date: January 20, 2012

To: Faculty Colleagues

From: Willard Gingerich *WJG*

Subject: Montclair State University Distinguished Teacher Program

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It is my pleasure to announce the initiation of the selection process for the 2012 Montclair State University Distinguished Teacher Award. As you know, this award was created in order to acknowledge those of our colleagues who are deeply dedicated to the art and craft of student learning.

This year for the first time a video profile of the 2011 University Distinguished Teacher Dr. Scott Kight has been posted on our University website at:  
<http://www.montclair.edu/news/article.php?ArticleID=9087&ChannelID=7>. We expect to do this on an annual basis.

The awardee will receive a summer stipend equivalent to 9.0 TCH at summer session rates. In conjunction with the honorarium, the recipient will prepare a course in her or his area of interest and expertise to be taught the following year, in this case, AY 12-13. Funds will also be made available for the purchase of scholarly materials or supplies, for travel to conferences, for a student assistant or for other purposes related to the development of the course.

Attached are the procedures for this program, and the guidelines for preparation of the portfolio. The timetable for the selection process is also included and is also listed under the Academic Affairs Timetable of the 2011-2012 Administrative Calendar, which is available through the Internet. In order to allow nominees time to prepare materials, **please have all nominations to your dean by March 2, 2012**. I know we all look forward to the announcement of Montclair State's 2012 Distinguished Teacher.

WPG:mc  
Attachments  
c: S.A. Cole  
Academic Deans

## **DISTINGUISHED TEACHER PROGRAM TIMELINE**

- |                  |   |
|------------------|---|
| January 20, 2012 | Distinguished Teacher announcement to full-time faculty   |
| March 2, 2012    | Date of submission of distinguished teacher applications to College-School Distinguished Teacher Committees and College/School Deans. |
| April 6, 2012    | Date Deans and College/School Distinguished Teacher Committees submit applications to the University Distinguished Teacher Committee. |
| April 20, 2012   | University Distinguished Teacher Committee submits recommendation to president.   |
| May 4, 2012      | President's decision on the University Distinguished Teacher  |

**MONTCLAIR STATE UNIVERSITY  
UNIVERSITY DISTINGUISHED TEACHER PROGRAM  
AY 2012 - 2013**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

College/School \_\_\_\_\_

This form is to be included as the first page of the portfolio. In addition, the portfolio is to contain: table of contents, prospectus on teaching, course syllabi, instructional innovation, assessment of teaching and other supporting material. (The attachment describes the purpose of each section of the portfolio.)

Submit an original and seven copies to the review committee.

**SIGNATURE ROUTE**

Receipt of Notification: \_\_\_\_\_  
Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
College/School Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
University Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_  
President \_\_\_\_\_ Date \_\_\_\_\_

**MONTCLAIR STATE UNIVERSITY  
UNIVERSITY DISTINGUISHED TEACHER PROGRAM  
GUIDELINES FOR PORTFOLIO PREPARATION**

The University Distinguished Teacher Committee requests that nominees submit a portfolio attesting to teaching excellence. Contents of the portfolio should focus on matters associated with instruction.

Committee members at the College/School and University level will consider in their deliberations the qualities conveyed in the portfolio. Each nominee is to include in the portfolio the following:

1. Cover Sheet (with appropriate signatures)

2. Table of Contents

3. Prospectus on Teaching:

A brief statement describing the nominee's perspective about teaching. The purpose of this statement is to provide committee members with a sense of the nominee's philosophy of teaching and why items were placed in the portfolio.

4. Course Syllabi:

Presentation of course syllabi which exemplify the range and nature of the nominee's teaching experience. The purpose of this section is to provide the committee members with a sense of the organization of courses, assignments, readings and other instructional matters. This may include materials prepared for courses, and the summary of student projects/papers.

5. Instructional Innovation:

Description of initiatives taken to enhance instruction in the nominee's area of specialty. The purpose of this section is to provide the committee members with a sense of any special instructional innovations that have been developed for use within courses or have been created to be pursued by students beyond the course presentation.

6. Assessment of Teaching:

Provision of testimony regarding assessment of teaching effectiveness. The purpose of this testimony is to provide the committee members with a sense of how various constituencies view the nominee's teaching. Assessments may include:

- Peer reviews (both on-campus and off-campus)
- Student evaluations
- Alumni evaluations

7. Other Supporting Material:

Presentation of evidence supporting instructional effectiveness. The purpose of this section is to provide the committee members with additional documentation that addresses instructional excellence, such as, awards/recognition of teaching excellence from professional organizations or other pertinent material.

## **MONTCLAIR STATE UNIVERSITY UNIVERSITY DISTINGUISHED TEACHER PROGRAM**

The University Distinguished Teacher Program recognizes those members of the faculty who are distinguished teachers. A faculty member identified as a University Distinguished Teacher will receive an honorarium and be required to prepare a course in an area of special interest and expertise. The course will be widely advertised by the Administration and taught during the academic year following receipt of the award. During the year in which the course is to be offered, the Distinguished Teacher will have available to him/her a budget to be used for enrichment in the area of the course at his/her discretion for travel to meetings, for a student assistant, for scholarly materials, for supplies, or for other relevant purposes.

### **Procedure**

Tenured faculty members who have a long and distinguished record of teaching at Montclair State University may be nominated by another member of the university community holding faculty rank for consideration in the University Distinguished Teacher program. Candidates must provide evidence of a consistent record of outstanding teaching in the form of student evaluations, peer evaluations, syllabi of courses taught (i.e., undergraduate and graduate, upper and lower level), letters from alumni, innovative curriculum initiatives, and any other supporting documents and materials.

### **THE UNIVERSITY DISTINGUISHED TEACHER COMMITTEE**

#### **Composition**

The University Distinguished Teacher Committee shall consist of one (1) elected tenured faculty member from each College/School holding the rank of associate professor or above. The Union and the Administration shall each appoint a member without vote to serve as observers and as resource persons. The Committee shall elect its own chairperson from among the voting members.

#### **Term**

The members of the University Distinguished Teacher Committee shall serve for one (1) year. No voting member of the Committee shall serve more than three (3) consecutive years.

#### **Function**

The University Distinguished Teacher committee shall review the materials forwarded from the College/School Distinguished Teacher Committee and will recommend to the President the names of no more than two (2) candidates deemed most worthy of the designation of University Distinguished Teacher. The initial University Distinguished Teacher Committee shall develop and disseminate a clear statement of the form in which supporting materials are to be submitted and the procedures for evaluation of candidates, including procedures to be used at the college/school level. All procedures developed by the Committee must be approved by the Overview Committee.

The Committee will specify the manner by which Distinguished Teachers will report on the results of their course development activities.

Changes in the procedures may be proposed by the outgoing Committee.

## THE COLLEGE/SCHOOL DISTINGUISHED TEACHER COMMITTEE

### **Composition**

Each College/School Distinguished Teacher Committee shall consist of five (5) elected tenured faculty members holding the rank of associate professor or above. A maximum of two (2) faculty members can be elected from any one department. No one may simultaneously serve on a College/School and University Distinguished Teacher Committee. The Committee shall elect its own chairperson.

### **Term**

The College/School Distinguished Teacher Committee shall serve for one (1) year. No member of the Committee shall serve more than three (3) consecutive years. No person may serve on two levels of review in the same academic year.

### **Function**

Each College/School Distinguished Teacher Committee shall annually evaluate materials submitted by nominated faculty members from the College/School. Up to 25% or a maximum of three of the nominated candidates considered may be forwarded, without ranking, from each College/School to the University Distinguished Teacher Committee. The College/School Distinguished Teacher Committees shall follow the procedures established by the University Distinguished Teacher Committee, and will prepare and forward a statement in support of each recommended candidate. A copy of the statement shall be provided to the candidate and accompany the College/School's material going forward to the University Distinguished Teacher Committee.

### DEAN'S ROLE

The Dean shall, independently of the College/School Distinguished Teacher Committee, annually evaluate materials submitted by faculty members from the College/School. Up to 25% or a maximum of three (3) of the nominated candidates considered may be forwarded, without ranking, from each College/School to the University Distinguished Teacher Committee by the Dean. The Dean shall prepare and forward a short statement in support of each candidate recommended by the Dean. A copy of the statement shall be provided to the candidate and accompany the College/School's material going forward to the University Distinguished Teacher Committee.

### LIST(S) OF RECOMMENDED CANDIDATES

The College/School Distinguished Teacher Committee and the dean shall consult and endeavor to present a single list of candidates to the University Distinguished Teacher Committee. If agreement does not occur, two lists will be submitted. The list(s) of candidates shall not be ranked.

**MONTCLAIR STATE UNIVERSITY  
UNIVERSITY DISTINGUISHED TEACHER COMMITTEE  
RATING PROCEDURES**

Candidates were asked to submit portfolios containing documentation of teaching excellence. Portfolios consist of five sections. The purpose for each section was conveyed to each candidate. The degree to which the candidate provided testimony/evidence in each section is the basis for judging the portfolio.

The purpose of each section of the portfolio is described below:

1. Prospectus on Teaching:

A brief statement describing the nominee's perspective about teaching. The purpose of this statement is to provide committee members with a sense of the nominee's philosophy of teaching and why items were placed in the portfolio.

2. Course Syllabi:

Presentation of course syllabi which exemplify the range and nature of the nominee's teaching experience. The purpose of this section is to provide the committee members with a sense of the organization of courses, assignments, readings and other instructional matters. This may include materials prepared for courses, and the summary of student projects/papers.

3. Instructional Innovation:

Description of initiatives taken to enhance instruction in the nominee's area of specialty. The purpose of this section is to provide the committee members with a sense of any special instructional innovations that have been developed for use within courses or have been created to be pursued by students beyond the course presentation.

4. Assessment of Teaching:

Provision of testimony regarding assessment of teaching effectiveness. The purpose of this testimony is to provide the committee members with a sense of how various constituencies view the nominee's teaching. Assessments may include:

- Peer reviews (both on-campus and off-campus)
- Student evaluations
- Alumni evaluations

5. Other Supporting Material:

Presentation of evidence supporting instructional effectiveness. The purpose of this section is to provide the committee members with additional documentation that addresses instructional excellence, such as, awards/recognition of teaching excellence from professional organizations or other pertinent material.

## RATING SHEET

Using the descriptive information for each portfolio section as a guide, rate each portfolio using the scale below. Your rating represents your impression as to whether you believe the testimony/evidence presented is of:

excellent quality - 5

good quality - 4

fair quality - 3

poor quality - 2

very poor quality - 1

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(Nominee)

### Rating

\_\_\_\_\_ (1) Prospectus on Teaching

\_\_\_\_\_ (2) Course Syllabi

\_\_\_\_\_ (3) Instructional Innovation

\_\_\_\_\_ (4) Assessment of Teaching

\_\_\_\_\_ (5) Other Supporting Material

**UNIVERSITY DISTINGUISHED TEACHER COMMITTEE**

**RATINGS SUMMARY**

Rating Criteria	A	B	C	D	E	TOTAL	MEAN
1. Prospectus							
2. Syllabi							
3. Innovation							
4. Assessment							
5. Support Material							
SUM							

Nominee: \_\_\_\_\_