

**LAMAR STATE COLLEGE-PORT ARTHUR  
RECOGNITION OF TEACHING EXCELLENCE  
GUIDELINES FOR SELECTION**

I. Criteria

- A. Candidates shall be regular, full-time faculty members whose teaching load is at least nine (9) semester hours or the equivalent in load units and who have completed at least one year of employment at the institution. Adjunct instructors are eligible, provided that they have taught nine (9) semester hours or the equivalent in load units during the previous three (3) long semesters and provided that their current teaching load is nine (9) semester hours or the equivalent in load units.
- B. Faculty members previously recognized for teaching excellence are eligible for consideration, but formal recognition through this program may not be bestowed on the same individual in consecutive years.
- C. The primary criterion for selection for recognition shall be outstanding performance as a classroom teacher and meritorious interaction with students. Consideration shall also be given to demonstrated professional development and College service, especially when those activities enhance or complement classroom performance and faculty/student interaction.

II. Procedures

- A. Each instructional division will elect a Division Selection Committee. Each instructional dean will determine the size of the division committee, the method of election, and conduct the elections. Following the election, each dean will convene the division committee. The committee will elect its own chairperson and follow the procedures outlined below in Section II-B.
- B. The Division Selection Committees shall be responsible for identifying candidates suitable for recognition. Faculty members may nominate themselves for consideration or be nominated by a colleague. Selection committees may also solicit applications from worthy individuals. The number of candidates chosen by a Division Selection Committee may not exceed one-third (1/3) of the eligible faculty in a division.
- C. Once chosen by a selection committee, a candidate will submit a resume detailing his/her accomplishments to his/her respective dean. Resumes should conform to the suggested format (page 3).
- D. Each dean will review the candidates' resumes from his/her division and consult with appropriate department chairs and students concerning candidate qualification and performance. Each dean will evaluate the candidates from his/her division and submit a written recommendation to the Vice President for Academic Affairs. These recommendations carry great weight and shall be given careful consideration.

- E. The Vice President for Academic Affairs will appoint a Campus Selection Committee consisting of at least three (3) members. All full-time faculty who are not candidates for selection will be eligible to serve, but preference shall be given to prior recipients of the award. The Vice President for Academic Affairs will convene the initial Campus Selection Committee meeting and provide the members with copies of all candidates' resumes and the recommendations of the deans. The committee will elect its own chairperson and discharge the responsibilities outlined below in Section II-F.
- F. The Campus Selection Committee shall review all resumes and recommendations and present no more than four (4) names, ranked, to the Vice President for Academic Affairs for final consideration. All candidates' resumes should also be forwarded to the Vice President for Academic Affairs.
- G. The Vice President for Academic Affairs shall forward the recommendations of the Campus Selection Committee, along with all candidates' resumes, to the President.

### III. Implementation Schedule

- A. On an annual basis, the Vice President for Academic Affairs shall establish a timetable for implementing the above procedures.
- B. The timetable and necessary deadlines shall ordinarily be published to the general faculty on the college website.

(Revised July 2006)

**LAMAR STATE COLLEGE-PORT ARTHUR  
RECOGNITION OF TEACHING EXCELLENCE  
NOMINEE RESUME**

(Suggested Format)

Name:

Rank:

Department/Program:

Division:

Years of teaching at College level:

Years of teaching at Lamar:

Courses taught in the last two years:

Courses taught while at Lamar State College-Port Arthur:

Performance in classroom and interaction with students outside classroom

- A. Special education projects undertaken:
- B. Methods and techniques used in teaching:
- C. Research in teaching field related to classroom teaching:
- D. Teaching awards and/or grants received:
- E. Sponsorship of student organization:

Professional development

- A. Membership, attendance, leadership roles in professional organizations:
- B. Research projects, ongoing and/or completed:
- C. Professional awards and/or grants:
- D. Publications:

Service to the College

- A. Membership and leadership roles in committees, councils, etc.:
- B. Professional service to the community: