

JOHN J. DUFFY EXCELLENCE IN TEACHING AWARD FOR PALMETTO COLLEGE CAMPUSES

INFORMATION ABOUT THE AWARD

1. The award will be accompanied by a monetary stipend in the amount of \$2500.
2. Awards will be presented at the USC Columbia Honors and Awards ceremony and announced at the last Palmetto College Campuses Senate Meeting of the academic year.
3. The award file covers the previous three (3) years of teaching (candidates with less than three years at a USC campus may submit less). For example, for the 2017 award year, faculty may include information from Fall 2014 up to Fall 2017.
4. Eligibility
 - a. Nominees must be full-time Palmetto College Campus faculty.
 - b. All full-time faculty members are eligible, even if they have less than three (3) years of full-time teaching experience at a Palmetto College Campus.
 - c. Previous Award recipients are not eligible for nominations for a period of three (3) years after receiving the Award.
5. Recipients of other teaching awards are still eligible for nomination for the Duffy Award.
6. The Palmetto College Campus Senate's Welfare Committee judges the files on the following criteria:
 - a. Student assessment and evaluations
 - b. Innovation in teaching
 - c. Professional development activities
 - d. Student involvement
 - e. Difficulty of course load

REQUIRED MATERIALS FOR NOMINEE'S FILE

1. A 2-page vita (specific to teaching)
2. A narrative and summary of qualifications (5 page maximum)
 - a. Narrative: Summarizes the candidate's philosophy of teaching, involvement in teaching, advising, and mentoring of students.
 - b. Summary: May include teaching, student research, advisement, mentoring activities, awards. Suggestions for the summary (in no particular order):
 1. Class sizes and formats
 2. Evaluation of student learning, student-generated products, and examples of completed assignments

3. Delivery of instruction, syllabi, course requirements and assessment approaches
 4. Professional growth and Scholarship activities leading to improved teaching
 5. Community service activities leading to improved teaching
 6. Course or Program Development such as courses taught/developed, program development or revision, instructional materials developed for students, uses of current and emerging technologies
 7. Advisement and career counseling such as development of advisement materials, awards or recognitions
 8. Research or independent study supervision such as nature and quality of student performance, nature and quality of supervision, nature and quality of outcomes or products
 9. Mentoring and instructional support to colleagues, excerpts of letters from those assisted, description of support offered
3. The submitted materials include the narrative and summary of teaching (5-page limit), a vita (2-page limit), and coversheet. Materials should be submitted as a single PDF file (12 point Times New Roman font, double-spacing, and 1-inch margins).
 4. Included with these materials—but not part of the page count—is a coversheet with the following information:
 - a. title of award
 - b. candidate's name, campus, and email address.
 5. The committee will not consider applications that violate from the guidelines.
 6. A separate file containing support material may be submitted. The submission of support material must be included as one PDF file. Scanned documents, fliers and brochures, media of events, and links to websites are certainly welcomed, though not required.

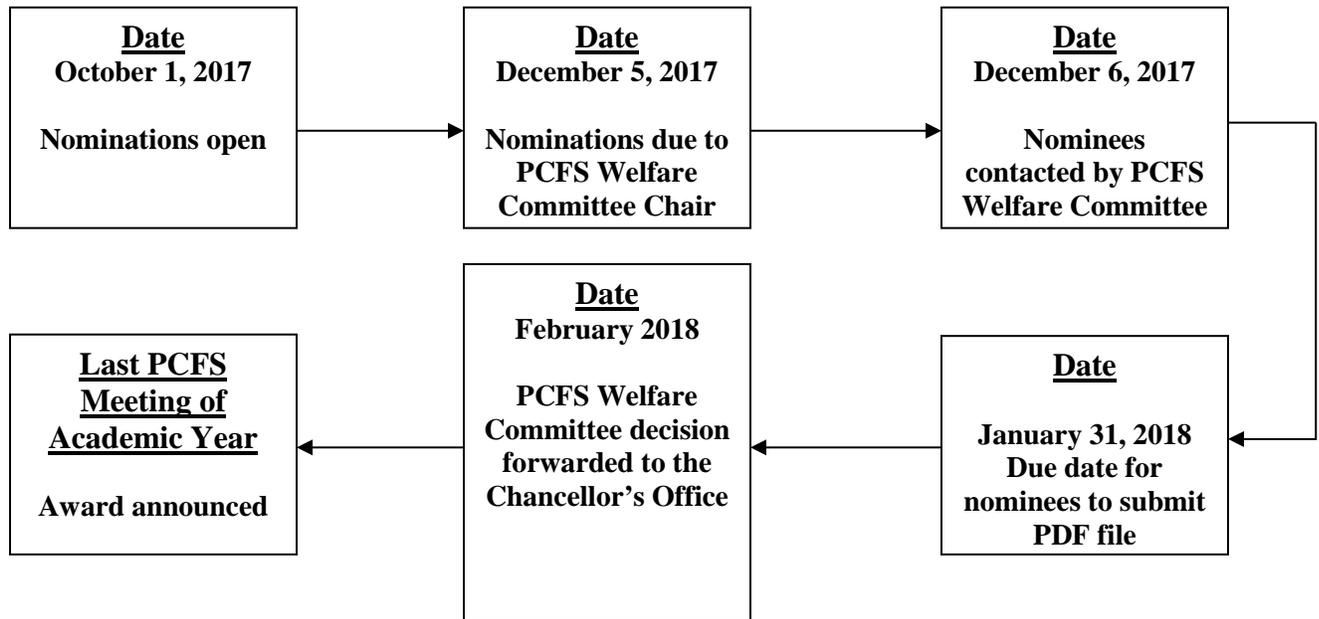
NOMINATION PROCESS

Each Palmetto College Campuses including Extended University will submit nominations to the Palmetto College Campuses Welfare Committee. Each campus will decide how the nomination process takes place at the institutional level. **There is a maximum of one (1) nominee per campus.**

Nominations should be sent to the Chair of the Welfare Committee of the Palmetto College Campuses Faculty Senate no later than **December 5, 2017.**

Duffy Award submissions should be sent to the Chair of the Welfare Committee of the Palmetto College Faculty Senate no later than **January 31, 2018.**

The timeline is presented below.



FACULTY AWARDS SELECTION CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and collaborator relationships.
3. Members should attend all meetings dedicated to the selection process and perform any outside work in an expeditious fashion.
4. If any member of the committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Executive Vice Chancellor and Vice Provost's office for resolution. The decision of the Executive Vice Chancellor will be final.

5. When the winner of the John Duffy Excellence in Teaching Award is announced, the committee will announce the other nominees of the award.