

JOHN J. DUFFY EXCELLENCE IN TEACHING AWARD PALMETTO COLLEGE CAMPUSES 2020

INFORMATION ABOUT THE AWARD

The John J. Duffy Award in Teaching is a University of South Carolina Palmetto College award given to recognize outstanding teaching.

1. The award will be accompanied by a monetary stipend of \$2500.00
2. The award will be presented at the University of South Carolina Columbia Honors and Awards Ceremony and will be announced at the last Palmetto College Faculty Senate meeting of the academic year.
3. The award file covers the previous three (3) years of service. For example, for the 2020 Award, candidates should include service information from Fall 2017 up through Fall 2020.

ELIGIBILITY REQUIREMENTS

1. Nominees must be full-time Palmetto College faculty (FTE).
2. All full-time faculty members are eligible for the award, even with less than three (3) years of service to Palmetto College, except for the following:
 - a. Chair of the Palmetto College Campuses Faculty Senate Welfare Committee
 - b. Previous Duffy Award recipients are not eligible for nominations for a period of three (3) years after receiving the award.
3. Recipients of other Palmetto College campus awards are eligible for nomination for the Duffy Award.

REQUIRED MATERIALS FOR NOMINEE FILES

1. A two (2) page Curriculum Vitae, specific to teaching
 - a. Vitas should be single-spaced, Times New Roman 12-point font
2. A narrative summary of qualifications (5 page maximum please)
 - a. Narrative Summary: The nominee's narrative should summarize the candidate's philosophy of teaching, involvement in teaching, advising, mentoring of students, student research, and awards.
 - b. Narrative summaries should be double-spaced, Times New Roman 12-point font
 - c. Suggestions for narrative and summary:
 - i. Class size and formats
 - ii. Evaluation of student learning, student-generated products, and examples of completed assignments
 - iii. Delivery of instruction, syllabi, course requirements and assessment approaches.

- iv. Professional growth and scholarship activities leading to improved teaching
 - v. Community service activities leading to improved teaching
 - vi. Course of program development such as courses taught/developed, program development or revision, instructional materials developed for students, uses of current and emerging technologies
 - vii. Advisement and career counseling such as development of advisement materials, awards, or recognitions
 - viii. 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
 - ix. Mentoring and instructional support to colleagues, excerpts of letters from those assisted, description of support offered
 - x. NOTE: This is not an exhaustive list, nor is there any requirement for a candidate to speak to each suggestion on this list. Please see the Faculty Manual for criteria for teaching.
3. Nominees should include a Cover Sheet to their file containing the following information:
 - a. Title of Award
 - b. Candidate's name, campus affiliation, and contact information
 4. Title page, CV, and Narrative/Summary should be saved and submitted as one PDF file to the committee.
 5. A separate file containing support or documentation materials may be submitted as well. The submission of documentation or support materials must be submitted as one PDF file, separate from the other required materials, to the committee.
 6. The Committee will not consider applications that do not follow the guidelines provided above.

NOMINATION PROCESS

Nominations will be submitted by each Palmetto College Campus to the Chair of the Palmetto College Faculty Senate Welfare Committee. There is a maximum of one (1) nominee per campus for this award.

Suggested Nomination Process for Campuses:

It is strongly recommended that final campus nominations are endorsed by faculty organizations on each campus using the suggested process below rather than being solely selected by campus administrators.

1. Nominations for the Duffy Award should be sent to one of the following: Academic Dean, Dean, or Faculty Organization Chair.
2. All nominations should be submitted prior to the November Faculty Organization meeting, or prior to a time decided on by the local campus Faculty Organization.

3. Nominations should include the name of the award, the nominee's name, and a one (1) page summary of the nominee's achievements in the area of service.
4. The Academic Dean, Dean, or Faculty Organization Chair will contact nominees to see if they accept the nomination and will commit to submitting the application.
5. Should more than one candidate be nominated for this award at one campus, the Academic Dean, Dean, or Faculty Organization Chair will distribute the one (1) page summaries submitted by nominees to faculty prior to voting so that faculty can make an informed decision.
6. The Academic Dean, Dean, or Faculty Organization Chair will then present a ballot of all nominations to the faculty at the November Faculty Organization, or the time decided upon by the local campus Faculty Organization.
7. The Academic Dean, Dean, or Faculty Organization Chair will count the completed ballots and announce the winner at the end of the meeting.
8. The Academic Dean, Dean, or Faculty Organization Chair will submit campus nominations to the Chair of the Palmetto College Campus Faculty Senate Welfare Committee.

TIMELINE

- **September 4, 2020: Nominations open**
- **December 7, 2020: Campus nominations due to chair of PCCFS Welfare Committee**
- **December 9, 2020: Nominees contacted by the PCCFS Welfare Committee**
- **January 31, 2021: Due dates for nominees to submit PDF files to PCCFS Welfare Committee Chair**
- **February 2021: PCCFS Welfare Committee votes on files, committee decision is forwarded to the chancellor's office**
- **April 2021 (last PCCFS Meeting of the academic year): Award winner announced**

FACULTY AWARD SELECTION CODE OF CONDUCT

1. All proceedings and communications about nominees and the award process should be confidential. No individual may discuss names, content of files, or any details about nominees outside of the Welfare Committee. All nomination documents and files will be destroyed once the award process has ended (a winner decided by committee and accepted by the Chancellor).
2. The Chair of the Welfare Committee cannot be nominated for an award.

3. 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 such as spousal, partner, or other types of collaborative relationships.
4. If a member of the Welfare Committee is nominated by his/her campus for the Duffy Award, the member will **not** be privy to the files of other Duffy nominees and will be excused for that portion of the committee meeting in which Duffy nominees are being discussed and voted on. In this case, files for Duffy nominations will be sent out individually to committee members, except for the nominee, rather than housed on a shared site such as the PCCFS Welfare Committee Blackboard page. In the event that a committee member is nominated by their campus, another faculty member from the same campus as the nominee if possible will be selected to vote in their place.
5. Committee Members will read all nominees' files and will attend all meetings dedicated to the selection process.
6. Committee Members will judge files based on the criteria for teaching as outlined in the PCC Faculty Manual. Accordingly, candidates will be judged based on the following areas:
 - a. Student assessment and evaluations
 - b. Innovation in teaching
 - c. Professional development activities
 - d. Student involvement
7. If any member of the committee feels that an error or impropriety has occurred during any part of the selection process, the committee member should notify the Chair of the committee. The member and chair will then bring the issue to the Chancellor and Provost's offices for resolution. The decision of the Chancellor will be final.