McPHERSON DISTINGUISHED TEACHING AWARDS

NOMINATION FORM
2013-2014

Return the completed nomination form and your Nomination Letter to the Office of Instruction, Room 1531, McPherson Administration Building, Napa Valley College, no later than Monday, April 7, 2014, 5:00pm

PART I: Name of Nominee

Teaching Discipline

College Division

☐ Full-Time instructor ☐ Part-time instructor ☐ unknown

PART II: Your Name

Your Relationship to Nominee (student, colleague, etc.)

Briefly describe the circumstances which have given you personal and direct knowledge of the nominee’s distinguished teaching activities.

___________________________________________________________

___________________________________________________________

PART III: Nomination Letter: In 1-3 pages on separate paper, carefully present appropriate details and specific examples which motivate you to nominate this individual for a distinguished teaching award. You may present additional points of strength relating to instructional excellence that you consider significant. Please refer to the attached document, Nomination Letter Criteria, for details to be included in your letter.

Signature: ____________________________ Date: ______________

Return this form and your Nomination Letter to the Office of Instruction, room 1531.
Overview

BACKGROUND AND PURPOSE
The quality of educational opportunities and experiences at Napa Valley College is directly related to the quality and commitment of the college’s human resources. The faculty comprises a most critical aspect of the college’s capability to deliver, with excellence, instructional programming and service to students. It is most important that public recognition of outstanding faculty performance, so vital to the prosperity of the college and the students it serves, occurs on a formal and regular basis.

ELIGIBILITY: Full-time and Part-time Instructors
The McPherson Distinguished Teaching Awards are designed not only to recognize excellent teaching and service to students but also to encourage continuation of that excellence. The nominees, therefore, need not necessarily have a long record of distinguished service, but their service must have been demonstrably outstanding with respect to the evaluation Criteria for Selection of Nominees (hereafter referred to as Criteria), below. Any full-time credit teaching faculty member who has completed (prior to the deadline for nomination) 4 years of successful teaching at Napa Valley College may be nominated for a McPherson Distinguished Teaching Award. Any part-time credit instructor who has taught 3 of the last 5 semesters may be nominated.

NOMINATION AND SELECTION PROCESS
Nominations of credit teaching faculty at Napa Valley College to be considered for the annual McPherson Distinguished Teaching Awards may be submitted by any member of the college community who has personal and direct knowledge of the nominee’s work and who can comment on the unique and outstanding characteristics in support of the nominee’s excellence in instructional service to students.

The Nomination Process
1. The Vice president of Instruction will distribute information and nomination forms for the McPherson Distinguished Teaching Awards.

2. College students, faculty, administration, alumni or other members of the college community having direct knowledge of the nominee’s instructional work may initiate nominations.

3. Nominations of full-time or part-time teaching faculty will be submitted to the Office of Instruction using the McPherson Distinguished Teaching Award Nominations Form. Each individual nomination must be delivered in writing and accompanied by a signed narrative statement supporting the nomination and addressing the applicable portion of the selection Criteria. Candidates will be evaluated most seriously when their nominating documents are specific and fully developed. The quality and detail of the supporting information and examples will be of major significance, not the number of nomination forms submitted for a single individual. Please submit these nominations individually. The Office of Instruction will collect the nominations into packets.

4. The completed nomination form and supporting evidence must be received no later than April 7, 2014.
The Selection Process

1. The McPherson Distinguished Teaching Awards Selection Committee will include:
   - NVC Foundation representative
   - Board of Trustees representative
   - Vice President, Instruction
   - Student Body representative
   - Academic Senate representative (to be chosen from previous recipients)

2. The immediate supervisor of each nominee will be asked to review the nomination, to decide about a recommendation and to comment regarding knowledge of the nominee’s instructional performance and direct observation of work with students. This is for information only.

3. The McPherson Distinguished Teaching Awards Selection Committee will review the nominators’ and supervisor’s recommendations.

4. The committee will focus its primary attention upon the submitted nomination documentation as it relates in scope and significance to the Nomination Letter Criteria. The committee may seek further corroborative information through interview or observation of the nominee and interview of nominee’s students, supervisor or colleagues.

5. The committee may recommend one full-time and one part-time recipients for the “Excellence-in-Teaching Award” to the president of the college, who will make the final decision. If, in the opinion of the committee, only one or no nomination is sufficiently supported, it may decline to recommend one or both awards for that year.

6. The president will announce and present the awards at a special recognition ceremony/event in the spring.

THE DISTINGUISHED TEACHING AWARDS RECOGNITION

Recipients of the McPherson award will be honored through:

- Public recognition at a special reception and presentation of individual plaques by the president.
- The names of the award recipient will be permanently displayed on a plaque in the library.
- Published photographs and accomplishments for the media and in college publications
- A monetary award of $1,000 for full-time and $500 for part-time credit instructor of the “Excellence-in-Teaching Award” from the McPherson Fund, Napa Valley College Foundation.
McPHERSON DISTINGUISHED TEACHING AWARDS

Nomination Letter Criteria

The primary focus of the awards is recognition of distinguished teaching and service to students. The distinguished teacher effectively facilitates the discovery and learning process by: translating information; developing challenging situations which apply and extend theory; evaluating the learner’s skill-development and problem-solving abilities; and by stimulating an interest in lifelong learning.

Your nominating letters should discuss how this faculty member exhibits all or some of the following criteria. Please give examples. Double space your letter and submit a minimum of one page and no more than three pages.

1. **Possesses and exhibits appropriate personal characteristics**
   a. Demonstrates initiative, self-confidence, enthusiasm, sense of humor, tenacity, fairness and impartiality
   b. Exhibits creativity and intellectual curiosity
   c. Accepts constructive criticism

2. **Exhibits professional skill and behavior**
   a. Demonstrates a comprehensive knowledge of subject matter
   b. Keeps abreast of own field and uses relevant contemporary data from that field and from related disciplines in teaching
   c. Uses evaluation data to identify professional growth needs, sets, revises and accomplishes professional goals
   d. Contributes to innovation, research or professional literature in own field; participates in and contributes to professional organizations and activities
   e. Contributes actively to the educational program development of the college; fosters the mission and goals of the institution
   f. Maintains ethical standards

3. **Uses the problem-solving process**
   a. Identifies problems or opportunities; seeks out resources; collects, analyzes and interprets data
   b. Uses creativity to generate alternatives; considers feelings and consequences (pros and cons)
   c. Reaches a conclusion and communicates the results effectively

4. **Communicates effectively**
   a. Analyzes the class efficiently; uses active listening; demonstrates credibility
   b. Demonstrates positive nonverbal communication skills
   c. Writes and speaks clearly and effectively
   d. Conveys ideas with clarity; provides effective and timely feedback; assists in development of understanding
   e. Stimulates thought, interest, and discussion
   f. Builds and maintains self-esteem of others
   g. Supports the right of other people to express their ideas; seeks out others’ ideas
   h. Negotiates and seeks consensus on issues; resolves conflicts
5. Plans and organizes learning experiences
   a. Identifies the learning styles of students; sets realistic and individualized goals
   b. Selects and organizes the course materials; establishes appropriate time frame schedules
   c. Identifies, selects and uses appropriate technology to present material
   d. Provides structure for classroom activities; organizes instruction to help students build competencies incrementally

6. Facilitates student learning
   a. Actively involves students in learning experiences; demonstrates resourcefulness in adapting material to audience
   b. Uses effective questioning and dialogue techniques
   c. Manages creatively the range and backgrounds of learners
   d. Generates excitement for learning
   e. Instills and maintains respect for the profession of teaching
   f. Assists students in development and application of their own organizational analytical and problem-solving skills; assists students in becoming independent learners

7. Evaluates students
   a. Measures student performance against established objectives and criteria
   b. Provides students with opportunities for self-evaluation and peer evaluation; provides students with timely feedback about their performance

8. Provides student services (Full-time instructors only)
   a. Provides teaching-related assistance and service to students; is generous with personal time and easily accessible and responsive to student concerns
   b. Demonstrates a continual concern with the intellectual and the social growth of individual students and with their career development

9. Provides a leadership role in college/community activities beyond instructional responsibilities (Full-time instructors only)
   a. Participates in college committees, activities and special projects
   b. Voluntarily participates in community activities that enhance the college image in the community