

## COLLEGE OF APPLIED SCIENCES AND ARTS

### CASA Teacher of the Year Committee Operating Paper

#### I. Purpose

The purpose of the CASA Teacher of the Year Committee is to coordinate activities required to nominate both the CASA Teacher of the Year and select the CASA Outstanding Term Faculty Teaching Award. The nominee for Teacher of the Year is forwarded to the University Excellence Through Commitment Selection Committee. The CASA Teacher of the Year, will be the College's nominee for the SIUC Excellence Through Commitment Outstanding Teaching Award. The Term Faculty of the Year will be nominated for the SIUC Excellence Through Commitment Outstanding Term Faculty Teaching Award.

#### II. Committee Membership and Terms

##### A. Faculty Members

Faculty members serving on the Committee are the three most recent recipients of the CASA Teacher of the Year Award. Each member serves for three years and serves as chair of the Committee in his/her final (third) year.

##### B. Ex-officio Member (Administrator)

The Associate Dean serves as an ex-officio member on the Committee and oversees procedure but does not vote.

##### C. Student Member

The Committee selects a student from student applications. The student member of the Committee has full voting rights and serves for one year.

#### III. Responsibilities of the Chair

The chair arranges and chairs meetings; coordinates correspondence and procedures for selection of the student member, the CASA Teacher of the Year, and the Outstanding Term Faculty Teaching Award; and ensures that the recipient of the CASA Teacher of the Year Award is aware of the associated responsibilities.

#### IV. Selection Process for CASA Teacher of the Year

The Committee solicits nominees from tenured and tenure-track faculty for the CASA Teacher of the Year Award and term faculty for the Outstanding Term Faculty Teaching Award. All nominations are considered first at the school level for the respective Teacher of the Year or the Outstanding Term Faculty of the Year. The Committee then selects the nominee for CASA Teacher of the Year from the school award recipients who are tenured faculty. The Committee selects the CASA Outstanding Term Faculty of the Year from the recipients of the school term faculty of the year.

Tenure-track faculty with three or more years of teaching experience in their current tenure-track position may submit an application for consideration at the school level; however, only tenured faculty are eligible for the CASA award and for the SIUC award. Tenured school Teachers-of-the-Year have the option of withdrawing their names from consideration for the CASA award.

**CASA Teacher of the Year**  
**Contents of the Nomination Dossier:**

- A. Letter of nomination from the Chair/Director
- B. Curriculum Vitae
- C. Recent ICE scores

**Outstanding Term Faculty**  
**Contents of Nomination Dossier:**

- A. Letter of nomination from the Chair/Director
- B. Curriculum Vitae
- C. Recent ICE scores

V. College Award

The recipient of the CASA Teacher of the Year Award will receive:

- A. A \$500 professional development award
- B. A Teacher of the Year plaque

The recipient of the Outstanding Term Faculty of the Year will receive:

- A. A \$500 professional development award
- B. A Term Faculty of the Year plaque

VI. Recipient Obligations

The recipient of the CASA Teacher of the Year Award will:

- A. Attend upcoming commencement.
- B. Serve on the CASA Teacher of the Year Committee for the following three years after receiving the award and serve as chairperson of the Committee in the third year.

VII. Committee Minutes

For those meetings convened in the CASA Conference Room, the Dean's Office will provide support staff to take minutes at each committee meeting.

VIII. Annual Report

The chair will prepare a brief annual committee report for the Dean.

IX. Reports to Faculty

Committee members will report on the committee's activities at their respective school faculty meetings.