Lecturer Award Guideline

Purpose

- Recognizing lecturer's excellence in teaching effectiveness and related professional development.

Eligibility

- All lecturers at CSULB COE.
- Minimum of years of teaching by the time of nomination (6 years (for lecturer distinction and champion collaborator), or less than 6 years (for rising star and champion collaborator)).
- Must be currently employed with COE to be considered and to receive the award.

Nomination

- Option 1: Lecturers with achievements in teaching, service to campus community, and professional development will be assessed within their department, and the lecturers with the most outstanding result will be shortlisted for the COE lecturer service awards.
- Option 2: all nominations will be sent directly to the award committee for reviewing.

Evaluation Criteria (see attached rubric for more information)

- Teaching effectiveness:
    o Summaries of students' evaluations and sample comments from students.
    o Active participation in curriculum development or improvement, assessment, pedagogical improvement (research on teaching and learning, participating in pedagogical conferences and meetings, etc....)
    o Integration of effective technology into the course to enhance student learning.
- Any professional development that supports teaching.
- Contributions to successful programs collaborated with other COE departments, or contributions to CSULB campus-wide teaching-related activities as leader/member.

Award Types

1st priority:

- Lecturer of Distinction: a 6+ year COE lecturer who demonstrates excellence in teaching and servicing at CSULB COE.
- Rising Star: A COE lecturer with less than 6 years of employment, who is eager to grow and learn by demonstrating excellence in teaching and servicing at CSULB COE.

2nd priority:

- Champion Collaborator: Works across departments, and university offices to complete a project or ongoing effort beneficial to COE students.

Evaluation procedure

- A committee of faculty (formed by the Dean) will evaluate the nominations, and forward recommendations/results to the Dean.
- The committee will be configured every three years to avoid conflicts of interest with respect to nominees.
- Tally all nominations by award type.
- Use a point system based on the number of nominations for any one individual.
- Use a point system for the evaluation committee when reviewing the quality of the nomination statement in satisfying the award type.
- Those serving on the award committee cannot nominate someone or be nominated.
- Selections will be announced at the annual CEO award banquet.

Selection Process

- The nominee with the highest number of total combined points wins by award type.
- Tie breakers resolved by the committee chair and/or Dean based on submitted materials and input from nominee's supervisors, regardless of supervisors submitted nominations for a person.
- It is at the college's discretion if there is more than one award to be given of the same award type.

Frequency

- Time frame limitation that a faculty is nominated again: 3 years. This suggested time frame would allow lecturers enough time to gain new achievements in their teaching.
- If the nomination pool only contains those who have received an award in the last 3 years, then select based on established procedure and process.

Submission procedures

- The collection method for nominations would be at the discretion of the college or appointed committee. Some suggestions include the following:
  - Submit via Qualtrics survey. The Qualtrics link could be embedded on the COE website or be emailed to all COE lecturers at a specific time in the year.
  - Email an established email address associated with the award reviewing committee or a designated person who then compiles all submissions for the committee's review.
  - Paper forms delivered to the COE's Dean's office or other Designee containing the necessary information.
- Nominations are suggested to contain the following information for standardization purposes and ease of review:
  - Application form (full name, CSULB's email, award type nomination)
  - Current CV:
    - Include the list of all courses taught at COE.

- Include a list of special contributions to teaching and pedagogy.
  - Teaching statement:
    - must describe teaching philosophy, principles, values, innovative instructional activities, and how these are implemented in the classroom.
    - Must describe how course delivery fosters multiple elements of diversity, equity, and inclusion (DEI).
  - Professional development: provide examples of
    - Improving teaching practices using student evaluations (both formal and informal), departmental/ college level evaluation reports, student learning outcomes.
    - Attending professional development events/workshop or attending/presenting at conferences related to teaching, and demonstrating how it has been effectively incorporated into classrooms.
  - Collaboration: provide examples of being recognized as leader/member with contributions to successful programs or CSULB campus-wide teaching-related activities.
  - Course evaluation: provide SPOT summaries of the last 2 or 3 years with students' comments.
  - Direct assessment of student learning outcomes: provide data showing the percentages of students who accomplished the course learning outcomes listed in each course syllabus, and types of assessment methods used for evaluating those course learning outcomes.

Potential Compensation

In addition to publicly announcing the award winners (in COE newsletter, on COE website until the next year;' awarding), the following suggestions would be for when additional funding is available and desired to further honor the awardees:

- Most desirable: one-time monetary gift (stipend or gift card) and certificate of recognition for CV/portfolio, a plague or trophy for displays in recipients' office.
- Desirable: certificate of recognition for CV/portfolio, a plague or trophy for display in recipients' office.