MCC FACULTY SENATE
DISTINGUISHED FACULTY AWARD

Purpose of the Award

The Distinguished Faculty Award is the highest academic honor bestowed by Mesa Community College Faculty Senate. It recognizes faculty members for exemplary teaching as well as outstanding service to the college, community and profession.

Award

The award recipient will receive the following:
1. $2,000 cash award
2. a plaque for the award winner
3. the addition of his/her name to a plaque that displays all of the past award winners

Award Frequency

The MCC Faculty Senate Distinguished Faculty Award Selection Committee shall consider nominations on an annual basis. The Committee may grant more than one award annually, if there are identified resources available and if more than one candidate is chosen by the DFA selection committee. The Committee shall be informed by the MCC Faculty Senate of identified resources available for the award each year prior to the Committee meeting to select the Distinguished Faculty Award winner(s).

The Selection Committee shall have the right and the obligation not to select a recipient for the award in any given year if, in the opinion of the Selection Committee, no nominees meet and exceed the criteria for the award. This award will only go to exceptional faculty members who clearly demonstrate, through various criteria, their expertise in teaching and there outstanding service to the college, community, and to the profession. The Selection Committee shall also have the right to select more than one recipient of the award for the year if more than one nominee truly demonstrates excellence in all areas.

The decisions of the Selection Committee are final and are not subject to appeal.
Eligibility

The nominee for the Distinguished Faculty Award must:
1. Be a member of the Faculty Association.
2. Must be an appointive faculty member, who has teaching experience at Mesa Community College for at least five years.
3. Be actively teaching for at least one semester of the academic year in which the nominee is applying.
4. Be an MCC employee at the time of the Fall Convocation

If a nominee will be away on leave or sabbatical for spring semester following their nomination, the nomination should be postponed until such time as the nominee is in residence.

NOTE: Any faculty member who has received the Distinguished Faculty Award during the previous five years is not eligible.

Criteria for the Distinguished Faculty Award

Criteria relate to the following factors:
1. Contribution to the Classroom – Teaching Activities and Responsibilities
2. Contribution to the College
3. Contribution to the District
4. Contribution to the Profession
5. Contribution to the Community - Service
Selection Committee

The five member MCC Faculty Senate Distinguished Faculty Award Selection Committee will be composed of:

1. President-elect of the Faculty Senate (1 Member)
   The President-elect of the MCC Faculty Senate shall serve as the Chairperson of the Selection Committee. In the event that the President-elect cannot serve, the MCC Faculty Senate President will appoint another member of the Faculty Senate to fill the vacancy with the approval of the Executive Committee of the Faculty Senate. The Selection Committee shall then elect any one of its members to serve as Chairperson of the Selection Committee.

2. Members of the Faculty Senate (2 Members)
   The MCC Faculty Senate President shall select two members of the Faculty Senate, other than the President-elect, to serve on the Selection Committee.

3. Previous Distinguished Faculty Award Recipients (2 Members)
   The MCC Faculty Senate President shall select two members of the Selection Committee from among the five previous winners of the Distinguished Faculty Award. In the event that one or both positions cannot be filled with previous winners, the President will appoint non-Senate faculty to fill the vacancies with the approval of the Executive Committee of the Faculty Senate.

Award Timeline

The Faculty Senate President-elect will be used as a clearinghouse for nominations and dissemination of materials. The time line is as follows:

4th week of the Fall Semester: Nomination forms and information are distributed to department offices and other key locations throughout the campus.

10th week of the Fall Semester (approx. November 1): Nomination deadline. Selection Committee selects and notifies each of the finalists. A memo requesting that the nominee accept or decline the nomination is sent.

4th week of the Spring Semester: Nominees submit Documentation Notebooks to the Chair of the Selection Committee.

13th week of the Spring Semester (approx. April 1): Recipients of the awards are selected. Documentation Notebooks held by the Chair of the Selection Committee until Fall Convocation.

Fall Convocation: Announcement by the Faculty Senate President and/or the Chair of the Selection Committee and plaque awarded. Recognition reception given for recipient(s). Documentation Notebooks to be returned after the Fall Convocation.
Nomination Process

Nomination Process: Stage One

The MCC Faculty Senate shall distribute information about the Distinguished Faculty Award to the entire college including faculty, staff and students. The information should include a cover letter from the Selection Committee Chairperson explaining the importance of this award and encouraging nominations along with a nomination form. Each person may nominate up to three candidates. The Senate President-elect shall also arrange for public notices (e.g., Mesa Legend and MCC web site) indicating where nomination forms may be obtained in case someone does not receive a form by mail.

Nomination forms may be completed online or returned to the Faculty Senate President-elect by mail. Student forms require the nominator’s signature and student ID number. Faculty forms require signature only. Unsigned forms and multiple forms with the same signature shall be invalid.

Any MCC faculty or staff member or student may nominate an eligible person. Faculty may NOT self-nominate. Nominations must consist of:

1. A completed nomination form detailing specific examples of excellence in teaching and mentoring, i.e., teaching responsibilities manifesting (of) distinguished teaching, innovations, publications, and special awards.

2. A separate statement, of no more than three pages, describing why this person deserves to be considered for the Distinguished Faculty Award. The statement should cite specific examples of relevant activities, publications and recognition.

Note that all of these requisites can be filled without consulting the candidate. It is the intention of the MCC Faculty Senate that nominations be made confidentially and that the candidate, in particular, not be notified of his or her nomination. While this intention may not be realizable in every instance, the Committee wishes to minimize the number of candidates who spend nearly a whole academic year in anticipation of an award that may not be conferred.

Nominations are due in the office of the MCC Faculty Senate President-elect by November 1 of each year. Within two weeks of the nomination deadline, the Chair of the Selection Committee will hold a meeting to screen the nominations. The screening process will take place to determine how many finalists, if any, will move forward in the process.

After completing the screening process described above, the Selection Committee Chairperson will contact all finalists, in a letter from the Selection Committee, to explain what will be expected of them in the remaining stages of the selection process and to give them an opportunity to accept or decline the nomination. If anyone declines the nomination, that person should be replaced with the next most qualified nominee, identified through the screening process. The Committee’s letter to finalists should include the following information:
1. Congratulations for being nominated
2. A request for a collection of data to be considered in the final review process (Documentation Notebook)
3. The timeline for activities in the selection process, highlighting the nominee’s responsibilities
4. A request for the nominee’s signature, indicating acceptance or declination of the nomination and willingness to provide requested data.

Nomination Process: Stage Two

In Stage Two, the original nomination is to be supplemented by the submission of a Documentation Notebook based on the Guidelines below. The nominees are expected to organize the Documentation Notebook in six major sections as outlined below. The award is based solely on contributions that have taken place since the nominee became a faculty member at Mesa Community College. Prior experiences and activities will not be considered and should not be included in the Documentation Notebook.

Additionally, the nominee may submit a video as documentation in appropriate areas. A video is optional and is considered as supplemental documentation. A video or other multimedia is not a requirement of the process.

All nominees must submit one (1) copy of the Documentation Notebook and four (4) copies of the videotape as applicable. The six major sections and their corresponding weights are as follows:

1. Vita

2. Contribution to the Classroom - Teaching Activities and Responsibilities – 20 points
   a. The nominee should provide a list of the courses (titles and numbers) taught over the past two years.
   b. The nominee should explain his/her personal philosophy of teaching and interaction with students. This should be a reflective statement of the nominee’s teaching goals, objectives, and experiences. (Limit of three double-spaced pages)
   c. The nominee should describe one of the most successful experiences he/she has had with students at MCC (classroom, advising, coaching, otherwise). What were the circumstances? What did the nominee do? Why was it effective? (Two page limit)
   d. The nominee should give examples of what he/she considers to be outstanding teaching and learning. (Two page limit)
   e. Evidence
      The nominee may want to include some student’s comments from a recent student evaluation or a brief summary of the results of his/her own teacher-designed evaluations. In addition, he/she might choose to briefly describe several teaching techniques that enhanced the interaction with students.
   f. Letters of Support
      The nominee should submit letters of support dealing with guidance and motivation of students, understanding and rapport established with students, outstanding
instruction, etc. A maximum of two letters will be allowed for this section. This includes letters from peers, administrators, students and supervisors.

3. Contribution to the College –  20 points
   a. The nominee should explain his/her involvement in Mesa Community College activities including involvement with college committees and student organizations. This should be a reflective statement of the nominee’s philosophy and experiences as they pertain to the college. (Limit of three double-spaced pages)
   b. Evidence
      The nominee should provide evidence of his/her involvement in college activities and/or service to the college. A brief description of experiences could be included. The nominee should include a list of the nominee’s responsibilities outside the classroom, e.g., administrative and committee assignments, training/supervisory positions. (Two page limit)
   c. Letters of Support
      The nominee should provide letters that demonstrate active involvement and/or leadership roles at the college. The nominee should submit letters of support dealing with guidance and motivation of students, understanding and rapport established with students, service to the department and/or leadership and involvement at the college. A maximum of three letters will be allowed for this section. This includes letters from peers, administrators, students and supervisors.

4. Contribution to the District –  20 points
   a. The nominee should explain his/her involvement in the Maricopa County Community College District activities. This should be a reflective statement of the nominee’s philosophy and experiences as they pertain to the District. (Limit of three double-spaced pages)
   b. The nominee should provide evidence of his/her involvement in college activities and/or service to the District. A brief description of experiences could be included. The nominee should include a list of the nominee’s responsibilities outside the classroom, e.g., administrative and committee assignments, training/supervisory positions. (Two page limit)
   c. Letters of Support
      The nominee should provide letters that demonstrate active involvement and leadership roles in the District. The nominee should submit letters of support dealing with service to the District and/or leadership and involvement at the District. A maximum of two letters will be allowed for this section. This includes letters from peers, administrators, students and supervisors.

5. Contribution to the Profession -  20 points
   a. The nominee should explain his/her involvement in his/her profession. This should be a reflective statement of the nominee’s philosophy and experiences as they pertain to his/her profession. (Limit of three double-spaced pages)
   b. The nominee should provide evidence of service in professional organizations as well as evidence of support for the total educational mission of MCC. The nominee may want to consider including a brief summary of any special personal or professional activities or achievements. Other possibilities would include a list and
dates of awards or honors, participation on committees, and membership in professional organizations. (Two page limit)
c. The nominee should provide evidence of how he/she incorporates scholarship into his/her job. Scholarship refers to continued research, development and sharing in the nominee’s discipline. (Two page limit)
d. Letters of Support
The nominee should provide letters that demonstrate active involvement and leadership roles in the profession. A maximum of two letters will be allowed for this section. This includes letters from peers, administrators, students and supervisors.

6. Contribution to the Community - Service – 20 points
   a. The nominee should explain his/her involvement in the community at large. This should be a reflective statement of the nominee’s philosophy and experiences as they pertain to his/her community. (Limit of three double-spaced pages)
   b. The nominee should provide evidence of his/her involvement in community activities. A brief description of experiences should be included. If involvement includes specific projects, a list of dated certificates/letters regarding the community service may be included. Any evidence of human services rendered, speaking engagements or accounts of activities in newspaper articles would certainly be appropriate. (Two page limit)
   c. Letters of Support
The nominee should provide letters that demonstrate active involvement and leadership roles in the community. A maximum of two letters will be allowed for this section. This includes letters from peers, administrators, supervisors and members of the community.

Remember that all letters of support must be sent directly to the nominee. Nominees may wish to solicit letters from a variety of people throughout the district and community including faculty, staff, and students.
Selection Process

In general, it is recommended that the Selection Committee meet at least seven times with the following possible agenda:

Meeting 1 – second week of September:
Meet to go over the nomination form and the packet of information. If the President-elect is unable to serve as Chair of this committee, this meeting can be used to select a Chair.

Meeting 2 – second week of November:
Meet to confirm the list of nominees. Nominees should be contacted by the Chair to see if they are interested in applying for the award.

Meeting 3 – last week in February:
Meet to begin deliberations on the notebooks. The Chair will make a copy of Parts 2 through 6 for each nominee and distribute the information to each member of the committee. The committee might want to consider meeting on the second and fourth Thursdays from 3 to 5 p.m. during the spring semester to complete their task. Each meeting thereafter could be focused on just one Part of the Notebook. For example, meeting #4 might be focused solely on a discussion of the ranking of the nominees with respect to their Contribution to the Classroom. All materials, including score sheets, shall be kept by the Chair of the Selection Committee during the process.

Meeting 4 –
Meet to consider just Part 2 for all nominees. A general score sheet is attached that can be used to rank each of the nominees in relation to his/her Contribution to the Classroom.

Meeting 5 –
Meet to consider just Part 3 for all nominees. A general score sheet is attached that can be used to rank each of the nominees in relation to his/her Contribution to the College.

Meeting 6 –
Meet to consider just Part 4 for all nominees. A general score sheet is attached that can be used to rank each of the nominees in relation to his/her Contribution to the District.

Meeting 7 –
Meet to consider just Part 5 for all nominees. A general score sheet is attached that can be used to rank each of the nominees in relation to his/her Contribution to the Profession.

Meeting 8 –
Meet to consider just Part 6 for all nominees. A general score sheet is attached that can be used to rank each of the nominees in relation to his/her Contribution to the Community.

Meeting 9 –
The last meeting would include a tallying of the scores with the results to determine the award recipient. The final outcome is to be kept secret with the exception of notifying the Faculty Senate President. The Documentation Notebooks shall be kept by the Chair of the Selection
Committee until after the Fall Convocation. The chair of the selection committee will return each of the notebooks to their respective nominee after the award ceremony has taken place.

**Award Ceremony**

Even though the award will be determined by the end of the spring semester, the winner will remain a secret until the announcement at the Fall Convocation. The announcement of the winner will NOT be made until the following Fall Convocation. At the Fall Convocation, the MCC Distinguished Faculty Award winner will be honored in a public ceremony to recognize their achievements. Typically, the Faculty Senate President and/or the Chair of the Selection Committee will make the announcement, will award the check, and will present a personal plaque to the award recipient at the Fall Convocation.
NOTE: Nominees MUST be full-time (appointive status) MCC faculty members who have taught at Mesa Community College for a minimum of five years, on continuing contract and must NOT have received the Distinguished Faculty Award within the past five years.

<table>
<thead>
<tr>
<th>NAME/Discipline</th>
<th>VITA</th>
<th>Part II – Class 20 pts</th>
<th>Part III – College 20 pts</th>
<th>Part IV – District 20 pts</th>
<th>Part V – Profession 20 pts</th>
<th>Part VI – Community 20 pts</th>
<th>TOTAL 100 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_________________________________________________
Member of the Selection Committee
# 2010-2011

**DISTINGUISHED FACULTY AWARD**

**NOMINATION FORM**

NOTE: Nominees MUST be full-time MCC faculty members on continuing contract and must NOT have received the Distinguished Faculty Award within the past five years.

Date: ____________

<table>
<thead>
<tr>
<th>Last Name of Nominee</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Discipline</th>
<th>Department</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each applicant will be evaluated for demonstrated excellence in the following areas:

1. Ability to lead and motivate students.
2. Ability to understand, relate to, and interact with students.
3. Providing outstanding instruction.
4. Student recognition of excellence.
5. Innovation and scholarship in the profession and professional development.
8. Service-participation in professional organizations and/or community.
9. Service to the department and the college.
10. Evidence of support for MCC’s total educational mission.

On a separate document, use the criterion above to briefly describe why this faculty member is being nominated for this award.

Respectfully submitted by:

<table>
<thead>
<tr>
<th>Printed Name of the Nominator(s)</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Nominator(s)

**CLOSING DATE:** November 22 2010

Return to:

Keith Heffner  Southern & Dobson campus