**Purpose:** This award encourages and rewards activities and innovation by departments/programs. The recipient of this award will be the university’s nominee for the Regent’s Department/Program Excellence Award.

**Overview:** The Department/Program Excellence Award is presented by Georgia College to one program/department each year. To be eligible for this university-wide award, candidates must be nominated by a faculty member, department chair, or dean. In addition, for a previous recipient to be nominated, at least five years must have passed since the department’s/program’s most recent recognition with this award.

Self-nominations and nominations from students will not be accepted. It is the responsibility of the nominee to ensure completion of the application portfolio.

Recipient of this university award will receive $2500 one-time operating funds for the following fiscal year.

The award is not necessarily made annually.

**Criteria:** The Georgia College award recipient becomes the university nominee for the Regents’ Award; therefore, the criteria and required documentation are guided by BOR requirements. The award committee will look for persuasive evidence that nominated departments or programs promote, support, and recognize excellence in teaching and in service to students. The kinds of evidence sought are illustrated by the following examples, but are not limited to:

1. Individual and collective faculty efforts to improve teaching and student learning.
2. Methods of assessment of student learning and achievement that go beyond student evaluations, and the use of assessment results to inform teaching practices, and curriculum development and revision.
3. Active support to enable faculty to use innovative and effective forms of pedagogy and technology, e.g., critical thinking, collaborative learning, cooperative learning, problem-based learning, learning communities, etc.
4. Strong links between good teaching and various rewards, e.g., compensation, promotion, tenure, grants, leaves, travel, departmental or program-based awards, etc.
5. Department/unit policies that encourage collaborative faculty efforts, including team teaching, teaching discussion groups, common assessments, interdisciplinary courses, learning communities, mentoring, etc.
6. An on-going and data-driven process for reviewing and reshaping curricula so that achieving academic excellence and serving the needs of all students remain as top priorities.
7. Exemplary programs for advising, mentoring, recruiting, and retaining students; co-curricular work with students; out-of-class learning.
8. Success of the department’s or program’s students, e.g., graduation, job placement, acceptance in graduate school, etc.
9. Clear articulation of how quality is defined, promoted, and assessed by the department or program.

Required Documentation: Nomination portfolios are limited to 20 pages, (in a font no smaller than 12 point, single line spacing, 1 inch margins including top and bottom), including any appendices but excluding the application form. Therefore, incorporating every kind of evidence will be impossible. Instead, each department/program will want to select only the strongest and most relevant evidence. Each portfolio must include the following information:

1. Faculty Excellence Application Form.
2. Nomination Letter. A nomination letter from the college dean/unit director
3. Narrative statement. A narrative statement from the department or program that outlines its philosophy as a community of faculty, and its goals and strategies for making a difference in the academic success of students.
   a. This statement should address the criteria for the award.
   b. Maximum of 5 pages.
4. Fact Profile. A one-page fact profile for the department or program.
   a. Maximum of 1 page.
5. Student Success Data. Data showing student successes, such as graduation rates, student retention, job placement, acceptance to other schools, etc.
6. Evidence. A concise, clear, and well-organized collection of evidence that details the department’s or program’s distinctive efforts to foster good teaching and therefore, student learning.
a. Suggestions for the kinds of evidence that might be included in this collection are found in the award criteria.

b. These documents should be accompanied by a brief explanation of why they are included in the dossier, i.e., how they document the excellence of the department’s teaching.

c. Maximum of 6 pages.

Portfolio will have the following sections and headings, please do not add sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Maximum # of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty Excellence Application Form</td>
<td>-</td>
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<tr>
<td>2</td>
<td>Nomination letter from Dean</td>
<td>2</td>
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<td>3</td>
<td>Narrative statement</td>
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<td>4</td>
<td>Fact profile</td>
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<tr>
<td>5</td>
<td>Student success data</td>
<td>6</td>
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<tr>
<td>6</td>
<td>Evidence</td>
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</tbody>
</table>

**Total Maximum Pages** 20

Required formatting: No font smaller than 12 point, single line spacing, 1 inch margins including top and bottom.

All documents must be combined into a single pdf file and submitted by email.

Portfolios that exceed 20 pages or do not meet formatting requirements will not be accepted.

**Due Dates:**
Nominations to Dr. Steve Jones by: February 13, 2015
Nominees notified by: February 16, 2015
Application due to Dr. Steve Jones by: March 13, 2105
University selection by: April 8, 2015
Nominee notified by: April 10, 1 2015