AUBURN UNIVERSITY SENATE

$30,000 Departmental Award for Excellence in Education

REVISED Call for Proposals

Award Goal
The award’s goal is to recognize a departmental campus culture that meaningfully values and advances teaching and learning excellence.

The University Senate Departmental Award for Excellence in Education provides a structure for both recognizing teaching excellence and for future teaching and learning improvement efforts. It thereby provides an incentive for teaching enhancement that is greater than an individual award-only program. The award becomes a shared community honor and represents an attainable goal achieved through intentionality and planning. It is envisioned the University Senate Departmental Award for Excellence in Education will have long lasting impact and will “institutionalize” scholarly teaching excellence by supporting excellence and innovation in teaching and learning.

Award Specifics
The University Senate Departmental Award for Excellence in Education will be awarded to one (1) academic department at Auburn University. The award will provide:

• A plaque describing the award to be displayed in the academic department's office
• A plaque describing the award to be displayed at the Biggio Center
• An award of $30,000 to be granted in three yearly installments of $10,000
  o At least 50% of the funds must be allocated toward the support of activities that enhance teaching and learning within the department
  o The remaining funding can be used at the department's discretion
• A public recognition activity where all members of the campus community will be invited to participate
• Appropriate press releases will be made in the local media

Obligations of awardee
Plenary presentation at Conversations in Celebration of Teaching (CCT) program, assist in publicity, and annual reporting.

Award Administration
The Biggio Center will receive the funds, establish and provide oversight for the management of the overall accounts and internal transfer distribution of funds to the department.

Review Process
Department eligibility for consideration of an award is determined by a two-step review process. In the first step of the review process, each department on campus is encouraged to submit a 3-5 page proposal summarizing: 1) the department’s activities documenting a commitment to learning excellence and; 2) a three year professional development plan that describes teaching enhancement activities. Three proposals will be selected from this pool to present a 30 min seminar highlighting the department’s commitment to a culture of teaching and learning. The award winner will be chosen from the three finalists.
Written Proposal
The written proposal (3-5 pages) will be judged on the following criteria.

1. The department's commitment to sustained teaching and learning.
   a. The narrative should contain a departmental profile that describes
      i. The teaching/learning mission of the department and philosophy of teaching
      ii. An overview of the curriculum and teaching program and narrative of department- sponsored activities that establish a commitment to learning excellence.

2. Ongoing assessment and improvement of teaching and learning quality
   a. A narrative of how the department engages in assessment of learning competency and applies that knowledge to continual improvement in the department culture of learning excellence.

3. Faculty development for teaching and evidence of scholarship of teaching and learning
   a. Provide evidence for faculty development activities and scholarship of teaching and learning.

4. Provision of resources for students.
   a. Provide evidence that the department is involved in helping students succeed in their classes and have the tools necessary for success upon graduation

5. A three year professional development plan
   a. This section should describe teaching enhancement activities the department plans to accomplish that will contribute to the teaching and learning culture at the department, college and university.
   b. Budget for the three year project

Formatting guidelines
Please submit the following as a single file PDF

1. Title page containing department name and individuals involved including phone numbers and e-mail.
2. 3-5 page proposal
   a. Use 8-1/2"x11" pages, no smaller than 11 point font, with a left margin of 1-1/2" and top, right, and bottom margins of 1".
   b. Email a copy in PDF format to biggio1@auburn.edu

Oral Presentation
Departments judged favorably by the proposal review process will be identified as finalists and will be asked to present a 30 minute seminar addressing the department's accomplishments and future goals. The presentation should enhance aspects of the written proposal that the department wishes to highlight.

Award Selection Committee
The Teaching Effectiveness Committee will serve as the award Selection Committee and review department documentation in support of learning excellence. A Conflict of Interest Policy will be implemented for the review process. The outstanding department will be selected upon the recommendation of this committee.

Disclaimer
It is not mandatory that an award be selected. The award committee reserves the right to deny funding of proposals due to inadequate information or qualities commensurate with expectations of the award and to alter subsequent years funding based on assessment and progress.
**Application Time Line (Tentative)**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 9, 2015</td>
<td>Pre-announcement to departments and faculty.</td>
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<tr>
<td>January 13, 2016</td>
<td>Formal announcement to solicit proposals for DAEE</td>
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<tr>
<td>January 29, 2016</td>
<td>Information at Conversations in Celebration of Teaching</td>
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<tr>
<td>March 1, 2016</td>
<td>Deadline for the submission of proposal</td>
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<tr>
<td>March 11, 2016</td>
<td>Finalists selected for oral presentations to the Teaching Effectiveness Committee</td>
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<td>April 8, 2016</td>
<td>Oral presentations</td>
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<tr>
<td>April 15, 2016</td>
<td>Committee makes recommendation to President of the recipient of the 2016 Department Award for Excellence In Education</td>
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<td>May 6, 2016</td>
<td>Funds loaded to department routing</td>
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