

**Tennessee State University  
College of Liberal Arts Teaching Awards  
Nomination and Selection Process, 2015-2016  
Awards and Criteria**

The College of Liberal Arts confers three awards at the end of each academic year recognizing members of its adjunct, temporary, and tenure-track/tenured faculty for excellence in teaching.

Each award carries a stipend of \$500 in addition to an award certificate, which is presented to recipients at the meeting of Liberal Arts faculty at the beginning of the following academic year.

The criteria for the teaching excellence recognized by the awards include active knowledge of the teaching field, course organization and management, engagement in the classroom or other learning environment, and effective promotion of student learning and achievement.

**Eligibility**

All adjunct members of the Liberal Arts faculty teaching at least three semester hours during the current academic year, including the preceding Maymester and summer sessions, are eligible for consideration for the Adjunct Faculty Teaching Award. Previously nominated faculty members are eligible, but a faculty member may only receive the award once within a three-year period.

All full-time members of the Liberal Arts faculty employed in teaching during the current academic year, including the preceding Maymester and summer sessions, are eligible for consideration for the Temporary Faculty Teaching Award or the Tenure-Track/Tenured Faculty Teaching Award. Previously nominated faculty members are eligible for nomination, but a faculty member may only receive the award once within a three-year period.

**Nomination and Selection Process**

<p><b>By April 11</b></p>	<p>The CLA Faculty Awards Committee will announce the opening of the process for nominations, by students and faculty members, for the awards. Announcements will be published on the CLA website, distributed by email, and posted in the principal buildings used by the College.</p>
<p><b>By May 2</b></p>	<p>Faculty members and students will submit the names of nominees to department chairs. Nominations may be made by email or by regular letter and should include, at minimum: (1) the name of the nominee, (2) the name of the person making the nomination, and (3) a supporting statement. Self-nominations are not encouraged but are allowable under appropriate circumstances.</p>

<b>By May 9</b>	<p>Department chairs and/or designated departmental faculty committees will select no more than one candidate for each award and forward supporting materials to the Dr. Qi Tang (<a href="mailto:qtang@tnstate.edu">qtang@tnstate.edu</a>), Chair of the CLA Faculty Awards Committee.</p> <p>Supporting documentation for consideration for each award should include: (1) the candidate's curriculum vitae, (2) a statement of the candidate's teaching philosophy, and (3) a letter of recommendation from the department head or the chair of a designated departmental faculty committee.</p>
<b>By May 20</b>	<p>The CLA Faculty Awards Committee will review materials submitted for candidates from the College's departments and make a recommendation for each award to the Dean of the College.</p>
<b>By May 31</b>	<p>The Dean will review the recommendations of the CLA Faculty Awards Committee and select and notify award recipients, who will be recognized during the meeting of the College faculty held at the beginning of the following academic year.</p>