

OUTSTANDING TEACHER AWARD AT THE UNIVERSITY OF TOLEDO
BYLAWS AND REGULATIONS

1. Purpose of the Outstanding Teacher Award

The purpose of this award is to recognize outstanding teaching at The University of Toledo. This award, established at the request of the Conference Committee and the Alumni Association in 1964, is given annually to a maximum of four UT faculty members. The award is presented at Spring Commencement and consists of a \$1,000 cash award and a certificate of recognition. All full time faculty at UT are eligible for the award, with the exception of past recipients. Nominations submitted throughout the academic year by students, faculty, and alumni are evaluated by the Outstanding Teacher Award Committee, who select the award winners.

2. Purpose of the Outstanding Teacher Committee

The committee serves for the purpose of selecting members of the faculty of The University of Toledo to receive the annual Outstanding Teacher Award. It is also empowered to determine whatever procedures are necessary for the nomination and selection of the recipients of the awards.

The committee will be composed of previous award winners and the Director of Alumni Relations, who will serve the committee as its secretary. All of the award winners from the previous year will serve on the committee, two others will serve by virtue of having received the highest number of votes through a ballot of previous award winners who are still active faculty members at this University, and two will serve by virtue of having the highest number of votes in colleges not already represented by the other committee members. In order to maintain continuity, the chairman of the previous year's committee will remain as a member of the committee. Balloting for membership on the committee shall be conducted immediately after the announcement of the award winners. No faculty member shall be eligible to serve more than three terms as a selection committee member. Should the size of the committee fall below seven members, the committee formed will select additional members from those receiving the highest number of votes from the ballot conducted earlier.

A meeting to organize the committee shall be called by the secretary just prior to the end of Spring Quarter. The chairman shall be elected by the selection committee from those who have been recently elected by ballot to serve on the committee. The chairman shall call meetings at the convenience of the committee or at the request of any three members. Five members of the committee shall constitute a quorum.

3. Guidelines for Evaluation of Nominations

Since the nomination forms require open-ended responses, it is not possible to structure a completely objective scoring system for evaluation of the responses. However, several guidelines will be considered by the committee as it reviews the nomination forms. Without indicating the relative weight ascribed by individual members of the committee, these guidelines include the following:

- A. Content of nominations is the most important factor;
- B. Nomination forms coming in from more than one source (i.e., students, faculty, alumni) strengthen the case for a candidate.;
- C. The number of nominations is not, in itself, a sufficient criterion for receiving the award;
- D. Information concerning nominations received in previous years is viewed as indicative of continuous teaching success, and strengthens the case for a candidate.
- E. College or departmental representation is not considered in the evaluation process;
- F. Class size and course level will not be considered in evaluating the nominating statements;
- G. Evidence supporting faculty-initiated campaigns will be investigated and may lead the committee to disqualify the nominee as a candidate.

4. Decision Process

Individual committee members will rank all of the nominees, and the rankings will be correlated for discussion by the whole committee. After deciding upon the finalists, group discussion will be used to determine the winner(s). The names of the winner(s) will be sent to the President, who will formally notify the faculty member(s). Letters stating that they had made the finals will be sent by the committee to the remaining finalists and to their Deans and department chairmen.

5. Amendments

These bylaw and regulations can be changed by a majority vote of the committee members at a meeting following at least a week's notice of the proposed change, and subsequently submitted to past recipients for their approval. If a majority of those responding approve, the change will be adopted.

6. Reporting

The committee shall report the adoption of these bylaws and regulations to the Conference Committee, the Alumni Association, and the faculty. Any changes which alter general policy under which the committee operates shall be reported similarly.