

Polk State College Procedure

Subject	Reference	Date	Number
Process for Awarding Endowed Faculty Chairs	Board Rule 1.12 Chairs	11/15/05	1017

I. PURPOSE

The purpose of this procedure is to establish guidelines for awarding endowed faculty chairs. The Endowed Faculty Chair Program at Polk State College rewards full-time faculty and professional/technical (instructional) members for outstanding teaching and service to the college, students and the community. Each Endowed Chair holder will receive a monetary award of \$5,000 to be used to further enhance the recipients' professional performance in accordance with the guidelines established for the use of Academic Improvement Trust Fund proceeds.

II. APPLICATION PROCESS

- A. Eligible faculty and professional/technical (instructional) members must have three years or more of continuous full-time faculty status at PSC.
- B. Previous recipients of Endowed Chairs are eligible for an award to be made in the fifth year following the year in which the previous award was made.
- C. An applicant may be self nominated or encouraged by one's peers and/or supervisor. It is the responsibility of the nominee to complete the application and process.
- D. The application for the Endowed Faculty Chair may be requested from the PSC Foundation, Inc.

III. SELECTION CRITERIA

- A. Documented evidence (no more than a total of 7 written pages) of excellent performance addressing the following categories:
 1. Dedication to Teaching Profession
 2. Service to Polk State College
 3. Service to the Community
- B. The applicant must present to the Endowed Chair Selection Committee a brief (maximum of 10 minutes) presentation that reflects teaching methods, styles and philosophy.
- C. Supportive documentation should include the following:
 1. Annual Evaluations (3 years)
 2. Two Letters of Support (non-student)
 3. Evidence of student support, i.e., letter, comments and/or evaluation

IV. SELECTION COMMITTEE

- A.** The committee for the selection of Endowed Faculty Chairs shall consist of (1) faculty member from Liberal Arts, (1) faculty member from Workforce and Economic Development, (1) faculty member from Math and Science, (1) faculty member from Information Technology and (3) members from the PSC Foundation, Inc. Board of Directors. Committee members who are faculty must have at least three years of continuous full-time faculty status at Polk State College and cannot be an applicant.
- B.** Each Committee member will individually and independently rate each applicant's documented evidence, supportive material and oral presentation using the Endowed Faculty Chair Rating Form.
- C.** An Endowed Faculty Chair will be awarded to the full-time faculty and professional/technical (instructional) member receiving the highest ranking among the applicants for a specific Chair. To be eligible to receive an award, an applicant must have an average Committee rating of at least 85 on the 100 point scale.
- D.** The Endowed Faculty Chair Committee will prepare a list of all Endowed Faculty Chair Recipients. The list will be forwarded to the Executive Director of the PSC Foundation, Inc. The Executive Director will review the list of recipients with the Vice President of Academic and Student Services of Polk State College. Endowed Faculty Chair recipients and runners-up will be notified by the Executive Director of the Foundation prior to any official announcements.
- E.** The award will be for one year and will be made by the PSC Foundation, Inc. in compliance with AITF guidelines. Award money must be spent within five years from date of notification.

V. TIME SEQUENCE

- A.** Annual notification of available Endowed Faculty Chairs is published by mid-October by the Executive Director of the PSC Foundation, Inc.
- B.** Completed applications are received by the Executive Director of the Foundation by 5:00 p.m. on the second Friday of February.
- C.** Endowed Faculty Chair recipients are selected by the Endowed Faculty Chair Committee no later than the second Monday in April.
- D.** Recipients will be formally recognized

Attachments: A and B

History: Adopted: August 15, 1995
 Revised: October 20, 1999; February 4, 2003; November 4, 2003;
 November 15, 2005

Distribution: All Holders of PSC Procedure Manual
 All Faculty

<i>Drene Bellows</i>	<i>11/15/05</i>	<i>Drene Bellows</i>	<i>11/15/05</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>J. Larry R. Bennett</i>			<i>11/15/05</i>
President's Approval			Date

ATTACHMENT A

ENDOWED FACULTY CHAIR APPLICATION

- 1.** Explain in no more than seven (7) written pages why you should be awarded an Endowed Faculty Chair by addressing the following categories:
 - a.** Dedication to Teaching Profession
 - b.** Service to Polk State College
 - c.** Service to the Community

- 2.** Provide the following documentation:
 - a.** Annual Evaluations (3 years)
 - b.** Two Letters of Support (non-student)
 - c.** Evidence of student support, i.e., letter, comments and/or evaluation

- 3.** Present to the Endowed Chair Selection committee a brief (maximum of 10 minutes) presentation that reflects teaching methods, styles and philosophy.

Completed application materials must be received by the
Executive Director of the PSC Foundation, Inc. by
5:00 p.m. on the second Friday of February.

ENDOWED FACULTY CHAIR RATING FORM

Applicant _____

Date: _____

Chair Designation

Categories

Points

- 1. Dedication to Teaching Profession (0-35) _____
- 2. Service to Polk State College (0-20) _____
- 3. Service to the Community (0-10) _____
- 4. Annual Evaluations (0-5) _____
- 5. Letters of Support (non-student) (0-5) _____
- 6. Evidence of student support (0-5) _____
- 7. Presentation (0-20) _____

- Total Points** _____