

# Polk State College Procedure

Subject	Reference	Date	Number
Process for Awarding Endowed Teaching Chairs	Board Rule 1.12 Chairs	2/21/2017	1017

## I. PURPOSE

The purpose of this procedure is to establish guidelines for awarding Endowed Teaching Chairs. The Endowed Teaching Chair Program at Polk State College rewards full-time faculty members for outstanding teaching and service to the College, students, and the community. Each Endowed Teaching Chair holder will receive a monetary award of \$5,000 to be used to further enhance the recipient's professional performance in advancement of the College mission and in advancement of the Polk State College Foundation mission of enhancing the educational experience for Polk State College students.

## II. APPLICATION PROCESS

- A. Eligible faculty members must have continuing contract status at Polk State College.
- 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 by peers or a supervisor. It is the responsibility of the nominee to complete the entire application process. Applications are available in the Foundation office.
- D. The application for the Endowed Teaching Chair shall be requested from the Polk State College Foundation.

## 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 (5 years)
  - 2. Two Letters of Support (non-student)
  - 3. Evidence of student support, i.e., letter, comments, and/or evaluation

**IV. SELECTION COMMITTEE AND PROCESS**

- A. The committee for the selection of Endowed Teaching Chairs shall consist of four (4) faculty members, of which no two (2) shall be from the same division, and three (3) members from the Polk State College Foundation Board of Directors. Committee members who are faculty must have continuing contract 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 Teaching Chair Rating Form.
- C. An Endowed Teaching Chair will be awarded to the full-time faculty 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.

**V. AWARD PROCESS**

- A. The Endowed Teaching Chair Committee will prepare a list of all Endowed Teaching Chair Recipients. The list will be forwarded to the Executive Director of the Polk State College Foundation, Inc. The Executive Director will review the list of recipients with the Vice President for Academic Affairs of Polk State College. Endowed Teaching Chair recipients and non-recipients will be notified by the Executive Director of the Foundation prior to any official announcements.
- B. The Polk State Foundation will annually distribute the awards.

**VI. TIME SEQUENCE**

- A. Annual notification of available Endowed Teaching Chairs is published by mid-October by the Executive Director of the Polk State College Foundation.
- 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 Teaching Chair recipients are selected by the Endowed Teaching Chair Committee no later than the second Monday in April.
- D. Recipients will be formally recognized.

**History:** Adopted: December 8, 2016 July 20, 1988 (replaced Procedure 5002 & 6039)  
 Revised: September 14, 1992; February 25, 2010; February 21, 2017

	21 Feb 17		21 Feb 17
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date