



**MINNESOTA STATE**

**DATE:** September 23, 2019

**TO:** Presidents  
Chief Academic Officers  
Brent Jeffers, President, Inter Faculty Organization  
Matt Williams, President, Minnesota State College Faculty  
Tracy Rahim, President, Minnesota State University Association of Administrative  
and Service Faculty

**FROM:** Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

**SUBJECT:** Board of Trustees' Awards for Excellence

I'm pleased to send you the attached guidelines for the 2019-2020 Minnesota State Colleges and Universities **Board of Trustees Award for Excellence in Teaching** and the **Board of Trustees Award for Excellence in University Service**. It's a distinct pleasure to be able to acknowledge exceptional college and university teaching as well as exceptional university administrative service in this annual celebration. Award nominations, including the nominees' portfolios, are due January 6, 2020.

This recognition is the result of the dedicated work of faculty, students, campus and system-wide award committees. Each year, campus committees review nominations and select faculty names to forward to presidents, who in turn designate teaching faculty as Outstanding Educators, and university administrative service faculty as Outstanding Service Faculty Members. Presidents then forward these names to me and to system-level award committees for review. Out of that pool of outstanding faculty, the Board will identify up to four (4) college teaching faculty and up to three (3) university teaching faculty to be named as Educators of the Year. In addition, the Board will name one (1) university administrative service faculty member as the Service Faculty Member of the Year.

At an awards luncheon in April, the Board will honor all Outstanding Educators and Educators of the Year from our colleges and universities, all Outstanding Service Faculty and a Service Faculty Member of the Year. I encourage you, using your own college or university award processes, to send forward your outstanding faculty so that the Board may publicly recognize the extraordinary teaching and service being provided at our colleges and universities and proclaim, on behalf of the entire system, their high esteem for the dedication and accomplishment of Minnesota State faculty.

If you attended the 2019 Celebrating Excellence event last April, I'm sure you felt, as I did, the joyful pride that board members, faculty, students, and campus administrators take in these exceptional teachers and administrative service faculty. Be sure now to **reserve the date for this year's event: April 22, 2020, 11:30 AM to 2:00 PM** at the Doubletree Hotel, St. Paul.

Included with this letter are the 2019-20 **Guidelines and Forms** (PDF). Please note the **guidelines have been revised**. This is in response to feedback from campus committees, nominees, and review committees about the excessive time commitment and work load associated with compiling and evaluating each portfolio as well as expressed greater need to highlight equity and inclusion, both in the criteria and eligibility for these awards. Thus, we have evaluated the process and components and made corresponding changes.

Changes are focused in four areas: 1) portfolio content and length, 2) responsibility of campus nomination committee, 3) inclusion of part-time/contingent faculty as eligible for nomination, and 4) rubric language and additional criterion in rubric. Details of the changes can be found in the attached 2019-2020 Guidelines and Forms (PDF). The impact of these changes will be evaluated for continuation or additional modification of the process.

You will also find in the guidelines an overview for your committee and nominees, plus detailed instructions and necessary forms for compiling the Outstanding Educators and Outstanding Service Faculty Member Portfolios and President's Recommendation Packets. (The guidelines and forms are also downloadable at ASA [SharePoint/Connect](#)). The program is administered by Academic and Student Affairs. Questions may be addressed to the Program Director for Educational Development, Catherine Ford, at 651.201.1443, or by email at [botawards@minnstate.edu](mailto:botawards@minnstate.edu).

**A recommended college and university timeline** is described below:

1. September 2019: Organize (new or existing) Nomination Committee at each college and university.
2. October 2019: College/university nomination committee solicits nominations from faculty, students, and administration.
3. October-November 2019: College/university nomination committee reviews nominations, selects campus nominees and forwards names to the college/university president.
4. November 2019: College/university president designates campus Outstanding Educator(s) and/or Outstanding Service Faculty Members.
5. December 2019: Outstanding Educators and Outstanding Service Faculty Members prepare portfolios; College/university nomination committee prepares College/University President's Recommendation Packet(s). Recommendation Packets are then forwarded to president for review.
6. January 6, 2020: Deadline for electronic submission of Outstanding Educator and Outstanding Service Faculty Member recommendations.
7. April 22, 2020: Board of Trustees Awards luncheon.

I invite you to recommend your Outstanding Educators and Outstanding Service Faculty Member to the Board, recognizing excellent teaching and university service throughout the system with an award of high visibility and prestige.

Attachments: 2019-2020 Guidelines and Forms (PDF)  
Addendum – BOT Awards 2019-2020

c: Jay Cowles, Chair, Board of Trustees  
Devinder Malhotra, Chancellor  
Cabinet