



# MINNESOTA STATE

## BOARD OF TRUSTEES AWARDS

Excellence in College and University Teaching

Excellence in University Service



2023 - 2024 Guidelines

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*“Outstanding educators and service faculty make it possible for us to provide an extraordinary education for all Minnesotans. The programs our faculty deliver – academic programs, advising, financial aid, registration, residential life, and student affairs, just to name a few – are vital to our ability to serve students and communities in every corner of the state. The board established the Awards for Excellence to honor this exceptional work, to shine a spotlight on it, and to share it far beyond a single campus.”*

**Roger Moe, Chair**  
Board of Trustees of  
Minnesota State College and  
Universities

# 1. ABOUT THE AWARDS

## 1.1 Purpose

The Board of Trustees Awards for Excellence are conferred annually to college and university teaching faculty and university service faculty to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence.

## 1.2 Board of Trustees Award for Excellence in Teaching

The award is intended to recognize the core importance of the teaching mission at our colleges and universities and the foundation of that mission is skillful methods of teaching, attention to student learning, and subject matter expertise. The primary criterion is skill in teaching that is inclusive, innovative, learning-centered, and collaborative. The award reflects the commitment to providing high-quality instruction that prepares college and university students of Minnesota State for their professional, scholarly, and civic lives.

- a. *Outstanding Educators* are faculty identified at a college or university who are exemplary educators, identified through a local committee process, and nominated by the college or university president for selection as an Educator of the Year.
- b. *Educators of the Year* are faculty chosen from the pool of Outstanding Educators to be honored by the Board of Trustees as representative of teaching excellence across the system.

## 1.3 Board of Trustees Award for Excellence in University Service

The award is intended to recognize the key role that service faculty fulfill at our universities in advising and counseling students; in recruitment, retention, and placement of students; in residential life programming; in facilitation of student groups and student leadership; and in other university and community activities. The award reflects the commitment to serving the citizens of Minnesota by providing the best possible student supports at our system universities.

- a. *Outstanding Service Faculty* are university administrative service faculty identified at each university who are exemplary service faculty, identified through a local committee process, and nominated by the university president for selection as Service Faculty of the Year.
- b. *Service Faculty of the Year* is the faculty member chosen from the pool of Outstanding Service Faculty to be honored by the Board of Trustees as representative of university administrative service excellence across the system.



2019 Board of Trustees Awards



2015 Board of Trustees Awards

## 2. PROCESS

This section contains information about processes that are relevant for all awards. Details about award-specific eligibility and guidelines for faculty nominees can be found in **Section 3. Award-specific Eligibility and Selection Criteria for Educator of the Year** and **Section 4. Award-specific Eligibility and Selection Criteria for Service Faculty of the Year**.

Primary responsibility for identification of teaching and service faculty worthy of nomination rests with the campus nomination committee in consultation with the campus president.

### 2.1 Overview of process and timeline

#### 1. Nominations for awards

a. **Excellence in Teaching** - Each college or university president may request nominations, forwarded by a campus nominations committee that aligns with program guidelines and requirements, for identification of one or more teaching faculty members who will be recognized as Board of Trustees Outstanding Educators. The number of Outstanding Educators selected at each institution is allocated at one per 100 instructional faculty FYE. For details about nomination allocations, see **Section 3 Award-specific Eligibility and Selection Criteria for Educator of the Year**.

b. **Excellence in University Service** - Each university president may request nominations, forwarded by a campus nominations committee that aligns with program guidelines and requirements, who will be recognized as a Board of Trustees Outstanding Service Faculty. The number of Outstanding Service Faculty selected at each institution is allocated at one per 100 service faculty FYE. For details about nomination allocations, see **Section 4 Award-specific Eligibility and Selection Criteria for Service Faculty of the Year**.

2. Presidents will then complete an online President's Recommendation Form for each Outstanding Educator and/or Outstanding Service Faculty they are recommending for the Board of Trustees Educator of the Year or Service Faculty of the Year awards. **This President's Recommendation Form must be submitted electronically to the system office by 5:00 p.m. on November 1, 2023.**

3. System-wide award review committees – one for college teaching faculty, one for university teaching faculty, and one for university service faculty – will review the President's Recommendation Form. The committees will then forward recommendations for Educators of the Year and Service Faculty of the Year Awards to the Senior Vice Chancellor for Academic and Student Affairs for review and approval.

4. Minnesota State Board of Trustees members will review the President's Recommendation Form of the finalists selected by the system-wide award review committees and approved by the Senior Vice Chancellor for Academic and Student Affairs and make final decisions about "of the year" recipients. **Notification of Educator of the Year and Service Faculty of the Year selections will go out to individuals and presidents no later than mid-January 2024** once Trustees make the final selection.

5. Presentation of awards to all Outstanding Educators, Educators of the Year, Outstanding Service Faculty, and Service Faculty of the Year will be made at an awards event in St. Paul, expected to be hosted on Wednesday, April 17, 2024.

#### 6. Timeline

March 1, 2023	Announcement of FY24 Guidelines
November 1, 2023	Nomination applications due
November 6-27, 2023	Minnesota State Committee review period
December 1-6, 2023	System award review committee convenings
Mid-December, 2023	Board of Trustees approval of recommendations
End-January, 2024	Award notifications
April 17, 2024	Awards for Excellence event



## 2.2 Local nomination and campus selection process

Faculty may not self-nominate for these awards. A campus nominations committee will make nominations to the president and shall function at each college or university following standard college or university governance processes. Campuses may adapt existing award procedures or develop new ones to elicit nominations and review materials. Institutions are encouraged to seek out multiple voices and perspectives and to include past winners among the faculty, staff, and students on their nomination committees. The local processes that result in designation of Outstanding Educators or Outstanding Service Faculty should, however, comply with the guidelines for campus committees as outlined below.

## 2.3 Guidelines for campus committees

The primary evaluation of the nominee's qualifications is the responsibility of the campus. The campus awards committee is responsible for determining that a nominated faculty member meets, and preferably surpasses, each selection criteria for the award for which nominated. The committee determines the type of supporting evidence needed to conduct an evaluation of a nominee's merits (number and source of letters of recommendations, types of samples of nominee's work, observation data, use of existing tenure or promotion materials specifically around teaching or service excellence, equity success data, etc.) and the process for selecting nominees to forward to the system office as nominees for Board of Trustees Awards for Excellence.

Details of the Committee's Summary for each award category is available in **Section 3. Award-specific Eligibility and Selection Criteria for Educator of the Year** and **Section 4. Award-specific Eligibility and Selection Criteria for Service Faculty of the Year**.

### The college or university shall:

- **Provide a broad-based, well-publicized, and timely process** to solicit nominations for Outstanding Educators and Outstanding Service Faculty.
- **Ensure an open nomination process** that encourages nominations from faculty, students, alumni, administration, and community members.
- **Encourage the nomination of individuals representing the diversity of faculty** on campus.
- **Develop a nomination form** to be used by the campus community; this form might include a checklist for eligibility, length of service, breadth of service, descriptions of how nominees meet criteria for the Board of Trustees Awards, recommendations, and other criteria that will help the president and campus nomination committee select Outstanding Educators or Outstanding Service Faculty.
- **Determine, in consultation with the president, the number of faculty to be recognized** at the college or university. The intention is to give institutions the flexibility to recognize locally as many campus nominees as appropriate. However, the president may only forward recommendations for up to the allocated number of Outstanding Educators and Outstanding Service Faculty based on faculty FYE. See **Section 3.5** for a table of allocations for designation of Outstanding Educators and **Section 4.3** for allocations for designation of Outstanding Service Faculty.
- **Ensure objective and unbiased evaluation** of the qualifications of campus nominees. Both system and campus review committees are asked to intentionally pause and look at this process and nomination through an equity lens.
- **Maintain confidentiality** in all committee operations.
- **Review primary and secondary documents** as evidence to support summary statements.
- **Shall complete the Committee's Summary** with assistance from the nominee for the President's Recommendation Form. Criteria for the Committee's Summary can be found in **Section 3.4.2** and **4.4.2 Organization of the portfolio**.
- **Review and submit each portfolio** to the system-wide review committees via the online President's Recommendation Form.
- **Include a written summary of the campus review process and specific materials and resources reviewed and referenced.**

## 2.4 Guidelines for faculty nominees

Details for faculty nominees for each award category is available in **Section 3. Award-specific Eligibility and Selection Criteria for Educator of the Year** and **Section 4. Award-specific Eligibility and Selection Criteria for Service Faculty of the Year**.

## 2.5 Guidelines for presidents

The college or university nomination committee is responsible for preparing an online President's Recommendation Form to be submitted by the president to the system office for each selected Board of Trustees Outstanding Educator and Board of Trustees Outstanding Service Faculty.

To provide consistency in formatting and presentation and reduce reviewer implicit bias, individual sections will be submitted via an electronic form and be subject to a character limit. Progress within the form can be saved and returned to at a later date. Note that only one nomination form can be saved and returned to at a time.

This nomination form should be submitted via Qualtrics with electronic document attachments in a PDF format. Each President's Recommendation Form has 3 sections organized as outlined below, and must include:

**Statement of Certification** regarding the nominee's eligibility and the college or university adherence to program procedures;

### College or University Committee Contact Information

**Nominee Portfolio** - This portfolio includes five (5) components and is compiled by the nomination committee with assistance from the faculty nominee. These five (5) components include:

1. **Presidential Endorsement Letter** - Provide a letter from the president addressed to the Senior Vice Chancellor for Academic and Student Affairs endorsing the nominee. The letter should describe the faculty member's qualifications for the award and address the institution's confidence in selecting this individual as a Board of Trustees Outstanding Educator or Outstanding Service Faculty. A separate letter must be submitted for each nominated faculty member.
2. **Committee's Summary** - The Committee's Summary has six (6) parts. This is a summary of no more than twenty thousand (20,000) characters with spaces documenting the committee's rationale for its selection and highlighting the nominee's achievements related to the selection criteria. This is an estimated five hundred (500) words per part. The summary must include sections focusing on six (6) parts specific to each award as outlined in **Section 3** and **Section 4**.
3. **Faculty Teaching or Administrative Service Philosophy** - The philosophy statement of no more than two (2) pages is written in first person by the committee's nominee. Pages in excess of two (2) will not be considered. (1 inch margins, 12 pt Times New Roman font, single spaced)
4. **Nominee Current CV or Resume** (up to 5 pages, 1 inch margins, 12 pt Times New Roman font, single spaced). Pages in excess of five (5) will not be considered.
5. **Nominee Photo/Headshot** (not to be considered for review, for BOT Awards program and press release; nomination submission will prompt a separate photo request unaffiliated with committee summary). Do NOT crop submitted photo.

## 2.6 President's Recommendation Form Submission

Completed President's Recommendation Form(s) must be submitted via Qualtrics and received no later than:

**5:00 p.m. on November 1, 2023**

[via Qualtrics](#) - No email recommendation forms will be accepted

**Questions may be addressed to:**

Catherine Ford, Ed.D.

Program Director for Educational Development

BOTAwards@MinnState.edu (preferred) | 651-583-5901



*Former Board of Trustees Chair Jay Cowles at the virtual 2021 Board of Trustees Awards.*

## 3. AWARD-SPECIFIC ELIGIBILITY AND SELECTION CRITERIA FOR EDUCATOR OF THE YEAR

### 3.1 Eligibility criteria

Educator of the Year Award recipients are chosen from faculty designated each year as Outstanding Educators by college and university presidents. At the time of their designation, Outstanding Educators must have at least three (3) years of full-time equivalent teaching service in their home institution prior to the year of their selection as a Board of Trustees Outstanding Educator and currently employed.

### 3.2 Definitions

- *Board of Trustees Outstanding Educators* are faculty identified at a college or university who are exemplary educators, identified through a campus committee process, who are nominated by the campus president for selection as an Educator of the Year.
- *Board of Trustees Educators of the Year* are faculty recommended by a system-wide review committee from the pool of Outstanding Educators, approved by the Senior Vice Chancellor for Academic and Student Affairs and selected by the Board of Trustees as representative of teaching excellence across the system.

### 3.3 Nomination allocations

College and university presidents may select Board of Trustees Outstanding Educators based on numbers of instructional faculty FYE; the number of Outstanding Educators allocated is one (1) per 100 instructional faculty FYE. Colleges with fewer than 100 instructional faculty FYE are eligible to recommend one (1) Outstanding Educator.

- A table of 2022-2023 instructional faculty FYE by institution, specifying the number of Outstanding Educator allocations for 2023-2024, can be found in **Section 3.5** of these guidelines.
- The Outstanding Educator allocation pertains only to the year in which it is published; no “banking” of unused allocations is permitted.
- A college or university president may elect to submit fewer than the allocated number of Outstanding Educators in any year, or none at all, without prejudice in that year or in the future.
- An institution that recommends more than the allocated number of Outstanding Educators will have all of its recommendations returned. Recommendations of the allocated number of Outstanding Educators may be resubmitted, but must be received by the **November 1, 2023** deadline.

### 3.4 Guidelines for Outstanding Educators

Each faculty member designated by a college or university president as an Outstanding Educator must contribute to the Committee’s Summary and preparation of a portfolio that is forwarded by the college or university president to the system office. Each portfolio is read by a review committee consisting of faculty, staff, students, and administrators. The committee makes recommendations for Educators of the Year which are reviewed by the Senior Vice Chancellor for Academic and Student Affairs and reviewed and approved by members of the Board of Trustees.

#### 3.4.1 Portfolio purpose

The portfolio is the opportunity for the campus committee to demonstrate exemplary teaching and to provide and refer to evidence of the nominee’s contributions to student learning. The portfolio allows the committee to communicate, in its own voice and reference to specific evidence, who the nominee is as an educator. A portfolio is an important statement; both form and content matter. The portfolios are evaluated by a committee with expertise in disparate areas, so it is essential to explain the artifacts referenced in the portfolio and how these are aligned with the award criteria.

In writing the Committee's Summary, be sure to direct reviewers’ attention to specific portions or aspects of the referenced evidence. Make clear what the reviewer should consider in their evaluation. The committee is required to provide a list of reviewed evidence. Evidence referenced might include student evaluations, background and development in higher education pedagogy, professional development activities in the discipline or program area, retention or equity success data, as well as instructional artifacts such as syllabi and classroom teaching materials from several courses. **It cannot be overstressed the importance of the campus review committee to review actual artifacts and evidence and referring to these specifically in the committee summary.** The system review committee encourages an emphasis on student voice and student impact as evidence. Use this data to illustrate and support committee statements in the Committee's Summary.

The rubric used for scoring portfolios is available on the [BOT Awards page of ASA Connect](#). Log in using [StarID@minnstate.edu](mailto:StarID@minnstate.edu).

### 3.4.2 Organization of the portfolio

The portfolio consists of five (5) components: Presidential Endorsement Letter, the Committee's Summary, Faculty Teaching Philosophy, Current CV or Resume, and Nominee Photo. The Committee's Summary must be organized in six (6) parts with character limitations. The Faculty Teaching Philosophy is limited to two (2) pages using one-inch margins and 12 pt Times New Roman font, single spaced. The entire portfolio must be submitted in the online President's Recommendation Form using Qualtrics. The Presidential Endorsement Letter, Faculty Teaching Philosophy, and Current CV or Resume must be uploaded to the online form as a PDF file. Each part of the Committee's Summary must be submitted via the corresponding Qualtrics prompt. It is recommended to type and review the summary components in a Word document and then copy/paste the text into the Qualtrics form.

#### Outstanding Educator Portfolio Components:

1. Presidential Endorsement Letter
2. Committee's Summary
  - I. Impact Statement
  - II. Innovative Teaching Strategies and Materials
  - III. Standards for Assessment of Student Learning and Performance
  - IV. Culturally Responsive Teaching and Pedagogy
  - V. Service to Students, Profession, Institution, System to Advance Teaching Excellence
  - VI. Content Expertise and Professional Growth
3. Faculty Teaching Philosophy
4. Current CV or Resume
5. Nominee Photo (not to be considered for review, for BOT Awards program and press release; nomination submission will prompt a separate photo request unaffiliated with committee's review)

#### 1. Presidential Endorsement Letter - PDF

Provide a letter from the president addressed to the Senior Vice Chancellor for Academic and Student Affairs endorsing the nominee. The letter should describe the faculty's qualifications for the award and address the institution's confidence in selecting this individual as a Board of Trustees Outstanding Educator. A separate letter in PDF format must be submitted for each nominated faculty.

#### 2. Committee's Summary - Outstanding Educator

Reminder: Reference the rubric and clearly connect to rubric language, use data and committee reviewed evidence and artifacts to illustrate, emphasize student voice and impact, and cite the evidence the committee used. The rubric used for scoring portfolios is available on the [BOT Awards page of ASA Connect](#). Log in using your StarID@minnstate.edu and password.

List specific sources used or referenced when determining committee nominee selection. *e.g. Interviews with colleagues and students, surveys, observations, course syllabus, equity success data, assignments, assessments, etc.*

##### I. Impact Statement - Four hundred (400) character limit, including spaces

For the review committee, the summary section requires a 400 character maximum impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.

##### II. Innovative Teaching Strategies and Materials - Four thousand (4,000) character limit, including spaces

Outstanding Educators are conscious of and reflective about their pedagogies and methods. It is important to identify clear evidence of skilled teaching and their use of approaches and materials aligned with the course learning goals of the nominee's courses and student backgrounds. If referencing [active learning](#) strategies or [high impact practices](#), describe **why** these are innovative in the nominee's teaching and materials. Describe the nominee's teaching context: the various courses, the number of students per course, the different teaching approaches required, and specifically what the nominee does to make teaching inclusive and culturally relevant. Describe how the nominee evaluates the effectiveness of utilized methods referencing examples from student work and performance data where possible.



### **III. Standards for Assessment of Student Learning and Performance - *Four thousand (4,000) character limit, including spaces***

Assessment serves several purposes: it sets standards for students, should help students know whether they have learned what the educator intended, and is useful to inform teaching. The summary should identify the kinds of direct and indirect forms of assessment that the nominee utilizes that are relevant to the program or discipline and with the diversity of their students. It should also show how the nominee has reflected upon assignment design, performances, and assessments to evaluate student learning. Highlight specific assessments that illustrate the quality, quantity and difficulty of the nominee's assigned work, as well as the level of responsibility for learning that is required of students. Include information about how the nominee uses assessment to inform the changes made in courses and methods.

### **IV. Culturally Responsive Teaching and Pedagogy - *Four thousand (4,000) character limit, including spaces***

Highlight work that actively promotes equity and inclusion in the nominee's teaching. Identify how the nominee makes learning environments [culturally relevant and responsive](#) to the students we serve. For example, If the committee identifies "inclusive teaching," they should point to evidence that shows this. Describe how the nominee affirms the identities and lived experiences of our students to create an emotionally safe learning experience.

### **V. Service to Students, Profession, Institution, System to Advance Teaching Excellence - *Four thousand (4,000) character limit, including spaces***

Availability to students, policies for student consultation and advising, and concern for student learning and development are important aspects of teaching, especially as related to Minnesota State commitments around equity and achievement for all students. Identify the nominee's involvement in professional organizations and activities as well as involvement in teaching and learning outside the classroom, at the college or university and system levels that advances excellent teaching. Service should show reflection and growth. Describe how the nominee actively engages with students, the profession, the institution, and the system, and discuss how this service has in turn impacted the nominee's teaching.

### **VI. Content Expertise and Professional Growth - *Four thousand (4,000) character limit***

Outstanding Educators must be teachers whose subject-matter knowledge is evident in their use of well-regarded and current knowledge, theory, and practices in their teaching. Therefore, describe the nominee's ongoing scholarly or professional development as it relates to your teaching. Formal education is just one aspect of content expertise; other aspects include learning while teaching, conducting primary research on teaching and learning, interacting with other colleagues, participating in workshops and attending seminars, or visiting workplaces and industry. Make it clear how the nominee continually improves skills as a teacher.

## **3. Faculty Teaching Philosophy - *PDF - Two (2) page limit with 1 inch margins, 12 pt Times New Roman font, single spaced***

This is the opportunity to hear directly from the nominee about who they are and what they believe about teaching. Nominees should explain their motivation and beliefs about good teaching and how these beliefs impact their selection of teaching techniques and tools and approaches to student assessment. A 21st-century teaching philosophy should also include perspectives on meeting the needs of diverse students and integrating technology into teaching. Finally, it should be clear how this teaching philosophy informs continual improvements to student performance and student learning. Although, it is likely overlap will exist, this should not be a duplication of the Committee's Summary. This is an opportunity to hear the nominee's voice and personal perspective. Pages in excess of two (2) will not be considered.

## **4. Current Curriculum Vitae or Resume - *PDF - Five (5) page limit with 1 inch margins, 12 pt Times New Roman font***

This is an up-to-date and moderately detailed CV that includes the date of appointment to Minnesota State and when work began at the nominating institution. The CV should include education and evidence of subject matter expertise and highlight accomplishments connected to teaching and learning such as areas of specialization, professional and scholarly publications and research, honors, and leadership or supervisory activities that support others and advance high-quality teaching and learning at the campus or for the system. Pages in excess of five (5) will not be considered.

## **5. Photo/Headshot**

The picture should be a professional, high-resolution (at least 300 dpi), JPG, portrait format (ideally, at least 1000 x 1200 pixels). If needed, the college or university Communications, Marketing, or Public Affairs office can help take a photo. The photo is not considered for review, and is only to be used for BOT Awards press release and program. To intentionally keep the photo/headshot separate from the President's Recommendation Form, upon Qualtrics form submission, a separate email will request this file for marketing and communication focus.

### 3.5 Nomination allocations for designation of Outstanding Educators

One designation per 100 FYE instructional faculty at each college or university.

Institution	2022-2023 Instructional Faculty FYE	Outstanding Educator Allocation
<b>State Colleges</b>		
Alexandria Technical & Community College	107	1
Anoka-Ramsey Community College	238	2
Anoka Technical College	87	1
Central Lakes College	127	1
Century College	300	3
Dakota County Technical College	120	1
Fond du Lac Tribal & Community College	50	1
Hennepin Technical College	185	1
Inver Hills Community College	142	1
Lake Superior College	159	1
Minneapolis College	220	2
Minnesota North College (NHED)	207	2
Minnesota State College Southeast	74	1
Minnesota State Community & Technical College	200	2
Minnesota West Community & Technical College	126	1
Normandale Community College	290	2
North Hennepin Community College	189	1
Northland Community & Technical College	125	1
Northwest Technical College	38	1
Pine Technical & Community College	43	1
Ridgewater College	156	1
Riverland Community College	122	1
Rochester Community & Technical College	183	1
Saint Paul College	215	2
St. Cloud Technical & Community College	166	1
South Central College	136	1
<b>Subtotal</b>	<b>4,005</b>	<b>34</b>
<b>State Universities</b>		
Bemidji State University	295	2
Metropolitan State University	430	4
Minnesota State University, Mankato	829	8
Minnesota State University Moorhead	334	3
St. Cloud State University	619	6
Southwest Minnesota State University	207	2
Winona State University	489	4
<b>Subtotal</b>	<b>3,203</b>	<b>29</b>
<b>Total</b>	<b>7,195</b>	<b>63</b>

## 4. AWARD-SPECIFIC ELIGIBILITY AND SELECTION CRITERIA FOR SERVICE FACULTY OF THE YEAR

### 4.1 Eligibility criteria

At the time of their campus designation, nominees must have been employed for a minimum of five (5) consecutive years at a Minnesota State university. Of these five years, the two most recent years must be in the administrative service faculty’s current position. The remaining three years must be either a) in any position (excluding student employment) within the university in which the individual is currently employed, or b) in any administrative service faculty position at any Minnesota State university. The Institution Last Hire Date may be used to establish consecutive years of service.

### 4.2 Definitions

- *Board of Trustees Outstanding Service Faculty* are university administrative service faculty identified at each university who are exemplary service faculty, identified through a campus committee process, and who are nominated by the university president for selection as Service Faculty of the Year.
- *Board of Trustees Service Faculty of the Year* is one faculty member, recommended by a system-wide review committee from the pool of Outstanding Service Faculty, approved by the Senior Vice Chancellor for Academic and Student Affairs and selected by the Board of Trustees as representative of university service excellence across the system.

### 4.3 Nomination allocations for designation of Outstanding Service Faculty

College and university presidents may select Board of Trustees Outstanding Service Faculty based on numbers of service faculty FYE; the number of Outstanding Service Faculty allocated is one (1) per 100 FYE. Colleges with fewer than 100 FYE are eligible to recommend one (1) Outstanding Service Faculty.

- A table of 2022-2023 service faculty FYE by institution, specifying the number of Outstanding Service Faculty allocations for 2023-2024, can be found **in the table below**.
- The Outstanding Service Faculty allocation pertains only to the year in which it is published; no “banking” of unused allocations is permitted.
- A university president may elect to submit fewer than the allocated number of Outstanding Service Faculty in any year, or none at all, without prejudice in that year or in the future.
- An institution that recommends more than the allocated number of Outstanding Service Faculty will have all of its recommendations returned. Recommendations of the allocated number of Outstanding Service Faculty may be resubmitted, but must be received by the **November 1, 2023 deadline**.

One designation per 100 FYE service faculty at each university.

Institution	2022-2023 Service Faculty FYE	Outstanding Service Faculty Allocation
<b>State Universities</b>		
Bemidji State University	74	1
Metropolitan State University	106	1
Minnesota State University, Mankato	199	1
Minnesota State University Moorhead	81	1
St. Cloud State University	138	1
Southwest Minnesota State University	55	1
Winona State University	113	1
<b>Total</b>	<b>766</b>	<b>7</b>

## 4.4 Guidelines for Outstanding Service Faculty

Each faculty designated by a university president as an Outstanding Service Faculty must contribute to the Committee's Summary and preparation of a portfolio that is forwarded by the university president to the system office. Each portfolio is read by a review committee consisting of faculty, staff, students, and administrators. The committee makes recommendations for Service Faculty of the Year which is reviewed by the Senior Vice Chancellor for Academic and Student Affairs and reviewed and approved by members of the Board of Trustees.

### 4.4.1 Portfolio purpose

The portfolio is critical to demonstrate sustained professional excellence and to provide evidence of the nominee's contributions to students, the university, the system, or community. The portfolio allows the campus committee to communicate, in its own voice and selection of evidence, who the nominee is as

administrative service faculty. A portfolio is an important statement. Administrative service faculty serve many different roles on campuses and the review committee will likely include colleagues who do not have expertise in all areas. It is essential to explain the artifacts referenced in the portfolio and how these are aligned with the award criteria. Reference the rubric for more clarifying information.

In writing the Committee's Summary, be sure to **direct reviewers' attention to specific portions or aspects of the referenced evidence.** Make clear

what the reviewers should look at and consider in

their evaluation. Referenced evidence might include assessment data, programmatic results, reviews, testimonials, and evidence of how work has evolved over several years. The nominee's background and development in higher education, campus and system leadership, and professional development activities in specific disciplines or program areas can all be forms of evidence. Use this data to illustrate and support committee statements in the committee summary.

The rubric used for scoring portfolios is available on the [BOT Awards page of ASA Connect](#). Log in using [StarID@minnstate.edu](mailto:StarID@minnstate.edu).

### 4.4.2 Organization of the portfolio

The portfolio consists of five (5) components: Presidential Endorsement Letter, the Committee's Summary, Administrative Service Philosophy, Current CV or Resume, and Nominee Photo. The Committee's Summary must be organized in six (6) parts with character limitations. The Administrative Service Philosophy is limited to two (2) pages using one-inch margins and 12 pt Times New Roman font, single spaced. The entire portfolio must be submitted in the online President's Recommendation Form using Qualtrics. The Presidential Endorsement Letter, Administrative Service Philosophy, and Current CV or Resume must be uploaded to the online form as a PDF file. Each part of the Committee's Summary must be submitted via the corresponding Qualtrics prompt. It is recommended to type and review the summary components in a Word document and then copy/paste the text into the Qualtrics form.

#### Outstanding Service Faculty Portfolio Components:

1. Presidential Endorsement Letter - PDF
2. Committee's Summary
  - I. Impact Statement
  - II. Leadership and Innovation
  - III. Knowledge and Expertise
  - IV. Advancement of Equity and Inclusion
  - V. Professional Development and Growth
  - VI. Commitment to Student Success



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3. Administrative Service Philosophy
4. Current CV or Resume
5. Nominee Photo (not to be considered for review, for BOT Awards program and press release; nomination submission will prompt a separate photo request unaffiliated with the Committee's Summary)

### 1. Presidential Endorsement Letter - PDF

Provide a letter from the president addressed to the Senior Vice Chancellor for Academic and Student Affairs endorsing the nominee. The letter should describe the faculty's qualifications for the award and address the institution's confidence in selecting this individual as a Board of Trustees Outstanding Service Faculty.

### 2. Committee's Summary - Outstanding Service Faculty

Reminder: Reference the rubric and clearly connect back to rubric language, use data to illustrate, emphasize student voice and impact, and cite the evidence the committee used. The rubric used for scoring portfolios is available on the [BOT Awards page of ASA Connect](#). Log in using your StarID@minnstate.edu and password.



*Emcee Cathy Wurzer at the virtual 2021 Board of Trustees Awards.*

List sources used or referenced when determining committee nominee selection. *e.g. Interviews with colleagues and students, surveys, observations, course syllabus, equity success data, etc.*

#### I. Impact Statement - *Four hundred (400) character limit, including spaces*

For the review committee, the summary section requires an impact statement that speaks to what sets this nominee apart from all other nominees you reviewed.

#### II. Leadership and Innovation - *Four thousand (4,000) character limit, including spaces*

Outstanding Service Faculty demonstrate excellence in professional activities within and beyond the parameters of the job description. Identify and explain how the nominee fulfills the position's professional requirements in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional and/or system needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision making, or problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of program ideas, development of proposals, and committee activities.

#### III. Knowledge and Expertise - *Four thousand (4,000) character limit, including spaces*

Outstanding Service Faculty are professionals whose subject-matter knowledge is evident through their use of well-regarded and current information in their university work. Explain how the work reflects current effective practices in the field. Remember that colleagues reading the portfolio may not be familiar with work in the nominee's specific area, so be clear about what the nominee does and why it matters.

#### IV. Advancement of Equity and Inclusion - *Four thousand (4,000) character limit, including spaces*

Outstanding Service Faculty actively promote equity and inclusion in the nominee's service to the university and/or students. Highlight this work. Identify how the nominee makes university environments culturally relevant and responsive to the students we serve. Describe how the nominee affirms the identities and lived experiences of our students or faculty to create emotionally safe spaces on campus.

#### V. Professional Development and Growth - *Four thousand (4,000) character limit, including spaces*

Outstanding Service Faculty consistently pursue opportunities for professional development. Describe the nominee's ongoing professional development as it relates to professional pursuits. Evidence in this category may include, but is not limited to, trainings – attendee or presenter, conference attendance or presentation, certifications/licenses, research, etc.



## **VI. Commitment to Student Success - *Four thousand (4,000) character limit, including spaces***

Outstanding Service Faculty demonstrate high achievement in this area through evidence of advising excellence and/or unusual success in recruitment, retention, or placement of students; counseling excellence; residential life programming excellence; facilitation of student groups and student leadership, student research projects or internships; comments from alumni; or involvement in department, center, or extra-departmental student activities.

## **3. Administrative Service Philosophy - *PDF - Two (2) page limit with 1 inch margins, 12 pt Times New Roman font, single spaced***

This is the opportunity to hear directly from the nominees about who they are and what drives them to excellence. Nominees should explain their motivation, passion, and pursuits, and how these factors support student success. Philosophies should include perspectives and approaches that demonstrate culturally relevant best practices that meet the needs of our diverse student populations. Finally, nominees should describe how they sustain ongoing professional development, creative achievement, and service to the campus community. Although, it is likely overlap will exist, this should not be a duplication of the Committee's Summary. This is an opportunity to hear the nominee's voice and personal perspective.

## **4. Current Curriculum Vitae or Resume - *PDF - Five (5) page limit with 1 inch margins, 12 pt Times New Roman font, single spaced***

This document is an up-to-date and moderately detailed CV that includes the date of appointment to the Minnesota State system and when work began at the nominating institution. The CV should include education and evidence of subject matter expertise and highlight accomplishments connected to administrative service such as areas of specialization, professional and scholarly publications and research, honors, and leadership or supervisory activities that support others and advance administrative services at the campus or for the system.

## **5. Photo/Headshot**

The picture should be a professional, high-resolution (at least 300 dpi), JPG, portrait format (ideally, at least 1000 x 1200 pixels). If needed, the college or university Communications, Marketing, or Public Affairs office can help take a photo. The photo is not considered for review, and is only to be used for BOT Awards press release and program. To intentionally keep the photo/headshot separate from the President's Recommendation Form, upon Qualtrics form submission, a separate email will request this file for marketing and communication focus. Do NOT crop submitted photo.

# **5. SYSTEM REVIEW PROCESSES AND PROCEDURES**

## **5.1 Initial system review for alignment with guidelines**

Upon submission, a system office administrator will review each President's Recommendation Form for compliance with these guidelines. Each professional portfolio will be examined to ensure the individual's eligibility and adherence to page limits and structure. If portfolios are not in compliance, the campus contact as identified in the form will be notified. Any corrections or modifications must be submitted no later than **5:00 pm on November 1, 2023**.

## **5.2 System award review committees**

Three system-level review committees for the Board of Trustees Awards for Excellence will review all complete President's Recommendation Packets and recommend up to two (2) college Educators of the Year, one (1) university Educators of the Year, and one (1) Service Faculty of the Year to the Senior Vice Chancellor for Academic and Student Affairs and the Board of Trustees.

- *BOT award review committee, college faculty* - This committee includes faculty members appointed by the college faculty union president (Minnesota State College Faculty), students appointed by the college student association (LeadMN), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor for Academic and Student Affairs or designee.
- *BOT award review committee, university faculty* - This committee includes faculty members appointed by the university faculty union president (Inter Faculty Organization), students appointed by the university student association (Students United), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor for Academic and Student Affairs or designee.
- *BOT award review committee, service faculty* - This committee includes faculty members appointed by the service faculty union president (Minnesota State University Association of Administrative and Service Faculty), students appointed by the university

student association (Students United), institutional administrators, and ex officio members appointed by the Senior Vice Chancellor for Academic and Student Affairs or designee.

### 5.3 System award committee recommendation review process

Evaluation of completed President's Recommendation Forms is focused solely on the evidence referenced in the recommendation form, using both scoring rubrics and discussion by members of each review committee. The system office representative on each committee strives to ensure a fair and objective process.

The rubric used for scoring portfolios is available on the [BOT Awards page of ASA Connect](#). Log in using your StarID@minnstate.edu and password.

To begin the review process, all completed President's Recommendation Forms are posted online in a password protected SharePoint site for members of the award review committees to read and score using the appropriate rubric. The committees then meet over 2-3 days to continue evaluation of each portfolio before making final recommendations to the Senior Vice Chancellor for Academic and Student Affairs.

For the Educator of the Year awards, the committee will seek a distribution of awards that reflects the diversity of teaching missions among the institutions in the system (general education as well as career and technical education). The Senior Vice Chancellor for Academic and Student Affairs shall review the recommendations in consultation with the Board of Trustees, and approve the following number of awards:

- Educators of the Year from system colleges – up to two (2) awards
- Educators of the Year from system universities – up to one (1) award
- Service Faculty of the Year from system universities – up to one (1) award

### 5.4 Award recognition

As a public celebration of excellence in the Minnesota State system, all those nominated for Board of Trustees Awards for Excellence will be honored at the Board of Trustees Awards for Excellence event, expected to be hosted in **April 2024**.

Each Outstanding Educator, Educator of the Year, Outstanding Service Faculty, and the Service Faculty of the Year will receive a framed certificate and medallion.

In addition,

- **College Educators of the Year** receive an award of \$5,000.00, distributed in accordance with current state statutes and bargaining-unit agreements and any modifications applying to them. All award payments are subject to IRS rules and regulations. Awardees may also decline to accept any monetary award.
- The **department of the university Educator of the Year** will receive \$5,000.00. These funds celebrate and recognize the communities that support the work of the university Educator of the Year and are used in accordance with the wishes of each department.
- **Service Faculty of the Year** receive an award of \$5,000.00, distributed in accordance with current state statutes and bargaining-unit agreements and any modifications applying to them. All award payments are subject to IRS rules and regulations. Awardees may also decline to accept any monetary award.

### 5.5 Awards ceremony

On behalf of the Board of Trustees, the Board chair shall bestow the awards at an event, expected to be hosted in **April 2024**. Press releases will be issued statewide to announce the event and names of all Outstanding Educators, Educators of the Year, Outstanding Service Faculty, and Service Faculty of the Year. Elected officials, press, students, family, system office leaders, and all Board of Trustees members will be invited and encouraged to attend this event as a public proclamation and celebration of excellence in the Minnesota State system.



*Chancellor Devinder Malhotra at the virtual 2021 Board of Trustees Awards.*

## 5.6 Recommendations for local recognition

Local campus recognition is important!

- **Add your nominee's name plate to your campus Board of Trustees Awards plaque.** Each institution displays a Board of Trustees Awards for Excellence perpetual plaque on each campus. Shortly after the spring award ceremony, participating institutions will receive a self-adhesive name plate to add to the plaque to continue to honor the excellent teaching and service faculty.
- **College and university presidents are encouraged to provide significant local recognition,** and to supplement these commemoratives as appropriate, for their Board of Trustees Outstanding Educators and Board of Trustees Outstanding Service Faculty. Campuses might, for example, recognize these faculty at graduation or convocation activities and/or at other special events. Presidents are encouraged to invite Board of Trustees members to attend such events so Trustees **might** formally recognize awardees in their campus environments.
- Other possible recognition might include:
  - Invite honorees to speak at campus or community events
  - Provide designated free parking spots
  - Provide compensation and additional travel funds to support activities related to the awards
  - Approve additional professional development funds
  - Host local recognition ceremonies
  - Confer other honoraria associated with the institution's current recognition awards. Any form of award must be in compliance with pertinent State of Minnesota statutes and bargaining agreements.

**Completed President's Recommendation Form(s) must be submitted [via Qualtrics](#) and received no later than:**

**5:00 p.m. on November 1, 2023**

*No email recommendation forms will be accepted*

**Questions may be addressed to:**

Catherine Ford, Ed.D.

Program Director for Educational Development

botawards@minnstate.edu (preferred) | 651-583-5901



*2019 Board of Trustees Awards*



*2018 Board of Trustees Awards*

## 6. PRESIDENT'S RECOMMENDATION FORM SUMMARY

A summary of what will be required to complete the online President's Recommendation Form [via Qualtrics](#). Recommendations submitted via email will not be accepted. **The submission deadline, including any corrections, is 5:00 p.m. on November 1, 2023.**

### Award category for the nominee

- Outstanding Educator - College  
(*indicate whether faculty identifies with technical or community college*)
- Outstanding Educator - University
- Outstanding Service Faculty - University

### Faculty Nominee Information

- Full name (as it will appear on the certificate, credentials will not appear on the certificate)
- Name pronunciation
- Title and Department or Program
- College or University
- Email and Phone Number

### Statement of Certification

Ensure college or university compliance with the Policies and Procedures by checking each item below.

- Local Nomination Committee - The local nomination committee was structured as directed and complied with the current College and University Nomination Guidelines. See **Section 2** for more details.
- Eligibility Requirements - The Outstanding Educator or Outstanding Service Faculty satisfies all eligibility criteria for the program as prescribed in the current BOT Awards Guidelines. See **Section 3** and/or **Section 4** for more details.
- Compliance with Guidelines - This recommendation complies with the current College and University Nomination Guidelines.

### College or University Committee Contact Information

- Committee Chair
- Campus Committee Members
- Individual(s) who nominated the faculty for this award

### Nominee Portfolio

#### 1. Presidential Endorsement Letter - PDF

- President's name
- Digital signature (typed or signed)
- President's email address and phone number

#### 2. Committee's Summary

**Process and specific sources used or referenced** when determining committee nominee selection

##### Service

- Impact Statement
- Leadership and Innovation
- Knowledge and Expertise
- Advancement of Equity and Inclusion
- Professional Development and Growth
- Commitment to Student Success

##### Educator

- Impact Statement
- Innovative Teaching Strategies and Materials
- Standards for Assessment of Student Learning and Performance
- Culturally Responsive Teaching and Pedagogy
- Service to Students, Profession, Institution, System to Advance Teaching Excellence
- Content Expertise and Professional Growth

**3. Faculty Teaching or Administrative Service Philosophy** - PDF up to 2 pages, 1 inch margins, 12 pt Times New Roman font, single spaced

**4. Current CV/Resume** - PDF up to 5 pages, 1 inch margins, 12 pt Times New Roman font. Pages in excess of 5 will not be reviewed.

**5. Nominee Photo** (not to be considered for review, for BOT Awards program and press release; nomination submission will prompt a separate photo request unaffiliated with the committee's review). Do NOT crop submitted photo.

### Using the online President's Recommendation Form

To provide consistency in formatting and presentation and reduce reviewer implicit bias, individual sections will be submitted via an electronic form and be subject to a character limit.

It is recommended to type and review the summary components in a Word document and then copy/paste the text into the form.

Progress within the form can be saved and returned to at a later date.

**Note that only one nomination form can be saved and returned to at a time.** Do not clear your browser's cookies during this time.

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