



# RRCC Foundation

# Teaching Chair Program

---

## Application Packet

RRCC Foundation  
13300 W. 6<sup>th</sup> Ave., Box 1  
Lakewood, CO 80228  
303.914.6308  
[www.rrcc.edu/foundation](http://www.rrcc.edu/foundation)

# Endowed Teaching Chair Application

The Statement of Faculty Excellence is the heart of the criteria by which RRCC's educational reputation is measured.

*Excellent faculty create a dynamic learning environment that responds to the diverse needs of students. This learning environment challenges and empowers them to make informed decisions, to reach their highest potential, and to contribute to the communities in which they live and work.*

*The primary responsibility of all Red Rocks Community College faculty is education. Whether a faculty member is explaining a concept in a classroom, advising and counseling students, or providing library resources to students, faculty encourage students to achieve success. Excellent faculty understand the philosophy and the mission of the community college. They adapt their teaching and work to the needs of diverse students without compromising the high standards necessary to maintain the integrity of their discipline or work area. As lifelong learners, excellent faculty demonstrate the love of learning. They are both mentors and models to their students and to colleagues in collaborative efforts, in the application of what they know to specific problems and issues, and in the critical thinking skills. Red Rocks Community College faculty possess the knowledge, the personal qualities and skills, and the mastery of the teaching/ learning process that exemplify faculty excellence.*

The purpose of the Teaching Chair program is to demonstrate RRCC's commitment to quality instruction. Teaching Chairs receive recognition with a monetary award and a professional development stipend made available through the RRCC Foundation.

## Teaching Chair Program Goals

1. To provide a means of formal recognition of teaching excellence.
2. To foster excellence in the classroom or academic setting.
3. To promote the College's name in connection with excellence.
4. To strengthen the overall bonds between the College and the community.
5. To bring together faculty and business and community leaders to increase the recognition of teaching excellence.

## Teaching Chair Applicant Eligibility

Eligibility to apply for a Teaching Chair indicates that the following criteria have been met:

1. The applicant must be a full-time, non-probationary member of the faculty.
2. Teaching Chairs may not be awarded consecutively. A minimum of two years must elapse between awards.

## Teaching Chair Application Process

Applications and nomination for Teaching Chair awards must be submitted to the Foundation Office. After verification of eligibility, applicants will be invited to submit a performance portfolio to the Selection Committee.

1. Eligible faculty may be nominated by students, peers, staff, or administrators or self nominate. The nomination period extends from the beginning of fall semester to the second Friday of October at 5:00pm. Nominees will be contacted to ascertain their interest in pursuing the application process. Application forms will be available in the Foundation Office and on-line at [www.rccc.edu/foundation](http://www.rccc.edu/foundation).
2. By the Monday following Thanksgiving, applicants must submit a performance portfolio according to the deadlines set and guidelines specified by the Selection Committee.
3. Applicants must be prepared to complete the entire selection process described below.

## Teaching Chair Selection Process

The applicants' portfolios will be evaluated by the Selection Committee, which will ultimately submit a list of finalists to the Foundation Board. The number of finalists, if possible and appropriate, should be at least twice the number of available chairs. The Foundation Board of Directors makes the final awards.

1. The Selection Committee Chair will be recruited each year by the Foundation Executive Director. The Selection Committee Chair will then recruit the remainder of the six to eight faculty member committee, subject to approval by the Faculty Senate and the College President. Members may be non-provisional or provisional faculty with the ideal membership consisting of former Teaching Chair recipients, CTE and Academic Faculty. Members of the Selection Committee are automatically ineligible to apply for that year's Teaching Chair once they accept the appointment.
2. Between **the date portfolios are submitted and the end of the fall faculty contract**, the Selection Committee will review portfolios and evaluate applicants. Based upon the written submission, semi-finalists will be determined and invited to make an oral presentation. If possible, the number of semi-finalists should be at least twice the number of finalists.
3. On the **Friday of spring semester Work Week**, semi-finalists will be invited to make an oral presentation to the Selection Committee. Time allotments for presentation will be determined by the committee, but will be no less than 30 minutes and no more than one hour per faculty semi-finalist. All presentations must consist of an introduction, teaching demonstration, and question and answer period. All semi-finalists must be granted the same amount of presentation time. The Selection Committee will forward the list of finalists to the Foundation Board of Directors after semi-final presentations have occurred.
4. A committee, comprised of five members of the Foundation's Board of Directors, will conduct a separate evaluation of the finalists. This presentation can be the same presentation made to Selection Committee. The Foundation Board committee will then make recommendations to the full Foundation Board of Directors at the March Board of Directors meeting for final approval.
5. Recipients of the Teaching Chairs will be announced prior to the end of Spring Semester. They will be recognized at a special awards ceremony during the following fall Work Week.

## Judging Criteria

The Faculty Committee and Board of Directors Committee will rate entries for extraordinary work in undergraduate teaching using the following criteria:

- Impact on and involvement with undergraduate students;
- Scholarly approach to teaching and learning;
- Demonstrated and effective pedagogy and/or andragogy;
- Contributions to undergraduate education in the institution, community and profession;
- Support from colleagues and current and former undergraduate students;
- Other relevant criteria set by each committee as relevant to the mission of the Endowed Teaching Chair program.

## Teaching Chair Duration and Award Distribution

Each Teaching Chair will be awarded for a period of three years during which the recipient will be expected to maintain **full-time, non-probationary** faculty status at the College. The annual award of approximately \$7,500 will be distributed as follows: two-thirds salary enhancement (PERA eligible) and one-third for professional activities. Professional activities must follow State fiscal rules and be approved by the Vice President of Instruction.

The annual salary enhancement of \$5,000 will be made each of the three years of their award provided they maintain full-time non-probationary faculty status. Payments will be made either in a lump sum during the first pay period of that fiscal year or in two equal payments made during the first pay period of each semester. Professional development stipends will be available in the amount of \$2,500 annually during their three year award. These professional development funds may be accrued and used at the end of the three year award. Professional development stipends must be used within one fiscal year after the end of the Teaching Chair award period.

Teaching Chair winners may be required to make public appearances or to attend public relations activities as specified by the donor or the Foundation Board. Details of these requirements will be made available to applicants at the beginning of the application process. The Vice President of Instruction must approve any travel or classroom absences associated with the Teaching Chair Program.

The above Teaching Chair Procedures are subject to periodic review at the direction of the Foundation Executive Director. Revision or amendment of these procedures requires approval by the following groups: 1) Faculty Senate 2) RRCC Foundation Board of Directors and 3) RRCC President.

*\* The amount distributed annually may be increased or decreased based upon income earned from investments.*

*\*\* Additional awards to recognize outstanding faculty who participate in the Endowed Teaching Chair process may be distributed at the discretion of the RRCC Foundation Board of Directors.*

## ENDOWED TEACHING CHAIR TIMELINE

### **Beginning of Fall Semester until the 2<sup>nd</sup> Friday in October by 5:00PM – Nomination Period**

Students, faculty and staff may nominate any full time non-probationary faculty member. Eligible faculty members may also self nominate.

### **No Later Than 3<sup>rd</sup> Friday in October – Eligible Nominees are Notified**

All eligible nominees are notified and invited to submit portfolio in accordance with procedures.

### **The Monday following Thanksgiving by 5:00PM – Portfolios Due**

### **End of Fall Faculty Contract by 5:00PM – Semifinalists Determined**

Selection Committee will review all portfolios and select semi-finalists. The Selection Committee Chair will notify candidates of their status no later than the End of fall Faculty Contract.

The semifinalists will be invited to participate in the next step of the selection process.

### **Spring Semester Work Week – Semifinalists Evaluations Complete; Finalists Determined**

The Selection Committee selects the finalists and those applicants are forwarded to the RRCC Foundation Board of Directors committee. The Foundation Executive Director will notify candidates of their status following the completion of all presentations.

### **RRCC Foundation March Board of Directors Meeting – Teaching Chairs Selected**

A committee made up of five members of the RRCC Foundation Board of Directors screens the finalists.

The full Board of Directors ratifies the selection of the representative committee.

### **Before the End of Spring Semester – Teaching Chairs Announced**

## TEACHING CHAIR PORTFOLIO INSTRUCTIONS

Teaching Chair Applicant Portfolios must include:

1. Completed “Applicant Information Sheet.”
2. Curriculum vitae: a concise summary of the faculty member’s education, teaching experience, other teaching awards, publications, service and other significant contributions.
3. 2013–2014 academic year teaching log (three pages or less). List the course titles, levels and a brief description of the content and pedagogy for each course the faculty member is teaching.
4. Candidate’s personal statement. Each candidate must write a personal statement (650 words or less) describing key contributions made as an undergraduate teacher. It should give a clear picture of the candidate’s work with students and his or her scholarly approach to teaching and learning, i.e., processes for investigating, evaluating and improving teaching and learning and for sharing it with others.
5. Essay on how you exemplify the statement of faculty excellence, and why you deserve this award (not to exceed 500 words); and,
6. Up to six letters of support (one to two pages each). From former undergraduate students; campus colleagues, such as the nominator, president, faculty or academic deans; and from supporters on campus, in the community.
7. Any other relevant materials you choose to include in the form of printable documents.

All pages are to be formatted as single-sided 8.5" x 11" documents. Please submit materials in the order listed above. Portfolios must be submitted electronically as a PDF document to [scholarships@rrcc.edu](mailto:scholarships@rrcc.edu). Tapes, CDs, video, and/or other electronic media are not to be included in the portfolio. Use labeled divider pages to separate the sections mentioned above. The portfolio is not to exceed 30 pages – excluding divider pages, the application cover page, and letters of support.

The Foundation Office must receive the portfolio by **5:00** p.m., the Monday following Thanksgiving. Portfolios will not be accepted after the deadline.

Applicants whose portfolios do not comply with these instructions will be not be considered.

Please do not hesitate to contact the Selection Committee Chair with questions.

## TEACHING CHAIR APPLICANT INFORMATION SHEET

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

I hereby understand and agree to public appearances or other public relations activities as specified by the donor or the RRCC Foundation Board of Directors.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: This form does NOT count as one of the pages in the portfolio.**