

CF FOUNDATION ENDOWED CHAIRS – FACULTY AWARD

CATEGORY I - EXCELLENCE IN TEACHING

AND LEARNING ENVIRONMENT

APPLICATION PROCEDURE FOR NEW APPLICANTS

2020-2023

*Please note that the next opportunity to apply for a faculty endowed chair will be for the 2020-2021 academic year. The application deadline for beginning the process with a Letter of Intent is Feb.21, 2020.*

**GENERAL INTENT**

Teaching and learning are central to the mission of this college. The intent of the Endowed Chair for Excellence Program is to place clear public focus on this mission. The foundation supports the belief that many outstanding faculty members go unheralded each day. This program highlights those individuals and their outstanding service to our students.

**CHAIRHOLDER BENEFITS**

Direct financial benefits and recognition are provided each chairholder. Benefits received by the faculty member are designed to 1) recognize outstanding teaching at CF *and*, 2) provide significant opportunity for a higher level of personal and professional growth.

Each chairholder receives funding up to $6,000 annually for a three year period as follows:

Annually Three Year Total

$2,000 (Compensation Funds\*) $ 6,000

$4,000 (Resource Funds\*\*) $12,000

$6,000 Total $18,000

\* Paid (50% at the August convocation and 50% in January).

\*\* Paid upon final approval of the chairholder’s annual budget.

Resource funds may be used for any purpose that directly benefits classroom teaching and learning, including— but not limited to— curriculum materials, equipment, CD’s, videos, computer software and equipment, displays, subscriptions, guest artists, library resource materials, field trips, student assistants, and regional, national, or international conferences.

Each year the chairholder prepares a budget in accordance with the general concept and budget approved when the chair is awarded. When approved by the appropriate dean, vice president, and the foundation, the chairholder is authorized to spend funds accordingly. All funds, including any encumbrances, must be expended by June 30th as there is no provision for any funds to be carried over into another fiscal year.

**CANDIDATE ELIGIBILITY**

**An eligible candidate must**

1. Have completed, by August 2020, a minimum of **two** years of CF full-time teaching service.

Note: college-approved leave will not prevent a candidate from meeting this requirement, and

1. Be able to demonstrate outstanding teaching and learning at CF. Outstanding examples of teaching and learning can include quality participation and involvement with a broad range of instructional activities relating directly to student learning, including— but not limited to— individual teaching, team teaching, preparation of instructional materials, tutoring, new course development, curriculum review, in-field research and articulation activities with area schools and upper division institutions.

**The eligibility process consists of two parts.**

**Part I: A candidate *must* have accomplished within the last two years *one of the following:***

1. A presentation at a state, regional, or national professional meeting, or
2. Participation in a number of professional national, regional, or state seminars, or
3. Demonstrated significant involvement in a professional organization, or
4. Applied for and received an instructional grant at this college, or
5. Published in a professional magazine/journal article(s) relating to his or her field, or
6. Contributed significant leadership to his or her division through committee work, or
7. Developed innovative or alternative teaching methods/styles, or
8. Completed a project or activity demonstrating significant professional growth in his or her field.

**Part II: A candidate *must* have received during the past two years an** **over-all “above average” evaluation from his or her immediate supervisor.**

The candidate’s application will subsequently be evaluated for demonstrated teaching excellence at CF *and* the quality of his or her plan to use the resources during the next three years.

**APPLICATION PROCEDURE – LETTER OF INTENT**

The candidate begins the process by submitting a **LETTER OF INTENT**. A candidate may only apply for one chair in an academic year and must send a letter to the Selection Committee that must not exceed two pages and must address the following two areas:

1. The major reason(s) the candidate has exhibited outstanding teaching excellence at this college, and
2. A general outline of how the resource funding would be used during the three-year period.

A **Signature Endorsement Form** with the approval signature(s) of the appropriate dean and the Vice President of Academic Affairs must be submitted with the **Letter of Intent**.

**FORMAL APPLICATION**

After the Selection Committee’s review, the candidate may be invited to submit a **FORMAL APPLICATION**. The formal application must elaborate upon the general information presented in the Letter of Intent and must address each of the following items:

1) **A PERSONAL SUMMARY**

A maximum three-page overview should be prepared by the candidate. The summary should speak about background, colleges attended, degrees earned, professional associations/memberships, articles/books published, relevant employment experience and current professional assignment.

2) **CF TEACHING EXCELLENCE**

The candidate must document his or her CF teaching excellence. Only items clearly and concisely illustrating teaching excellence may be included.

3) **A DESCRIPTION OF THE TEACHING AND LEARNING BENEFITS**

The candidate must address his or her purpose in applying for this chair including how the receipt of this endowed chair benefits the teaching/learning life of our district and how this chair can affect students, CF professional colleagues, the instructional process at the college and the potential effect on his or her own personal and professional growth. The candidate must also address how his or her receiving this chair might affect the campus learning life after the three-year period.

4) **A DESIGN FOR AN ANNUAL PUBLIC ACTIVITY OF EXCELLENCE**

The candidate must describe in detail a campus/community activity that enables others to have direct annual contact with the chairholder.

5) **A DETAILED RESOURCE PLAN AND BUDGET**

The candidate must describe in detail a plan for using the $4,000 during each of the three years. Budget items should not include the college’s usual responsibilities, e.g. lab services.

A **Signature Endorsement Form** with the appropriate dean’s and vice president’ssignatures must be included as part of the **Formal Application**. These signatures certify that the concept and expenditures, if approved by the foundation, are supportive of the established division and college goals and objectives. The selection committee, after reviewing each formal application, will interview each candidate accordingly.

**SELECTION COMMITTEE AND PROCESS**

The selection committee will consist of representation from one administrative appointment, one faculty appointment, and one foundation board appointment. The foundation’s executive director will serve as the non-voting committee chair.

The selection committee will review all **Letters of Intent,** all **formal applications**, and conduct the personal interviews. The committee may ask for additional information, contact references, interview additional people, and/or make modifications in the proposed use of funds. Final recommendations will be subject to approval and ratification by the foundation’s executive committee. No award will be granted unless the candidate and the candidate’s application fully satisfy all the qualifications and standards of the Endowed Chairs for Excellence Program.

**RESPONSIBILITIES OF THE CHAIRHOLDER**

Once selected, the chairholder will be required to submit a specific **budget** for the first year. The **budget** will require the signatures of the appropriate dean, the Vice President of Academic Affairs, and approval by the foundation before any expenditure can be approved. The chairholder must submit an additional **budget** each year they hold the chair.

The **Narrative (Past and Current)** is due when the budget is turned in each year. It must outline what has been accomplished, show how the resource funding has affected classroom teaching and learning and give an update on plans for the current year.

The chairholder will be asked to make at least one major annual presentation, e.g. lecture, seminar, demonstration, field trip, reception, or other appropriately agreed-upon professional activity that enables others to experience “first-hand” the teaching excellence of the chairholder.

The chairholder agrees that any advertising, news articles, program, or other signage pertaining to any activity sponsored all or part by the endowed chair must reflect this suggested language: “This exhibit (speaker, reception, presentation) is made possible thanks to the donors who have contributed to the CF Foundation Endowed Chairs for Excellence Program.” The chairholder also agrees that a copy of any tangible product produced in any format must be available for inclusion in the CF Learning Resource Center for use by all faculty and students.

Finally, the chairholder agrees to be available on occasion to help communicate in person or in writing any activity update to the contributor of the chair.

**FINAL COMMENTS**

The candidate’s application, even if he or she is the only applicant, will be evaluated against a standard the selection committee determines. The elements of the selection process are designed to help the college and foundation achieve the objective of honoring and recognizing outstanding teaching and learning on our campus. Each element is adhered to not only during the application process, but also throughout the entire three-year period.

Please direct any question, comments, or suggestions to the CF Foundation. Thank you for your interest.