INTRODUCTION
The purpose of the collegewide faculty awards program is to recognize Ivy Tech faculty members who best typify excellence in instruction. The collegewide faculty awards program consists of two types of awards: the President’s Award for Excellence in Instruction and The Glenn W. Sample Founder’s Award for Excellence in Instruction. The nineteen recipients of the President’s Award form the pool from which the recipient of the Glenn W. Sample Founder’s Award is selected.

PRESIDENT'S AWARD FOR EXCELLENCE IN INSTRUCTION
The President's Award for Excellence in Instruction is presented annually to a faculty member from each of the nineteen campuses of the College and is an effort to recognize faculty who typify excellence in instruction and in representing the mission of Ivy Tech. This award consists of a commemorative plaque and a $1,000 professional development grant.

THE GLENN W. SAMPLE FOUNDER’S AWARD FOR EXCELLENCE IN INSTRUCTION
The Glenn W. Sample Founder’s Award for Excellence in Instruction is presented annually to the faculty member of the College who best typifies excellence in instruction. The intent of this award is to recognize one instructor annually who epitomizes the mission of Ivy Tech. This award consists of a commemorative medallion, a before-tax award of $5,000, and a $1,000 grant for instructional supplies and materials.

ELIGIBILITY REQUIREMENTS
To be eligible for consideration for either award:

- Nominees must be full-time or part-time faculty member whose principal tasks involve direct instructional activities with students.
- Nominees must meet credentialing requirements.
- Nominees must be his or her campus recipient of that year’s President’s Award in order to be eligible for the Glenn W. Sample Founder’s Award.

Further:
- Past recipients of the President's Award for Excellence in Instruction are eligible for renomination.
- Past recipients of the Glenn W. Sample Founder’s Award for Excellence in Instruction are not eligible for renomination.

THE SELECTION PROCESS
The process of selecting the recipient of the President’s Award is determined by each campus. Each of the nominations submitted electronically by the nineteen campuses is reviewed by the Selection Committee. The Selection Committee will recommend the recipient of The Glenn W. Sample Founder’s Award. The recommendation is then reported to the President for review and endorsement.
SELECTION CRITERIA

The basic criterion for selecting recipients for both awards is demonstrated excellence in instruction.

Excellence in teaching performance is demonstrated by the following qualities:

1. Competence in subject matter
2. Mastery and application of the methods and techniques of excellence in instruction
3. Innovation, resourcefulness, imagination, ingenuity, motivation, enthusiasm, and creativeness
4. Use of continuous evaluation
5. Ability to develop and to retain good personal relationships
6. Desire to grow and to improve as an instructor
7. Honors, awards, and recognition for superior job performance

An excellent teacher’s impact on students may be identified by the following:

1. High levels of knowledge, skills, and attitudes acquired by students as a result of the teaching effort
2. High levels of job placement in the program areas for which the student prepared, retention rate and growth in that job area, and satisfaction of the employer and employee with the level of preparation to perform the job; and/or high levels of course and program transfer.
3. Low attrition rates of students
4. Reputation for excellence in instruction
5. Incorporation of opportunities for student participation in community service

An excellent teacher’s contribution to his or her program and to the College may be demonstrated by:

1. Excellence in counseling and advising
2. Active cooperation with peer instructors and administrators
3. Familiarity with and active participation in occupational and task analysis and curriculum development and revision
4. An ability to diagnose problem areas and to propose alternatives for improvement
5. Service on campus and faculty committees

Excellence in professional and community services may be demonstrated by the following qualities:

1. Participating and/or taking leadership roles in professional organizations
2. Representing the College in community and civic activities and organizations
3. Providing service to the community in the instructor’s area of professional expertise
4. Working with outside groups and organizations to bring resources to the College
THE NOMINATION PACKET

Each campus’s candidate for The Glenn W. Sample Founder’s Award for Excellence in Instruction will submit their nomination packet, in keeping with the schedule of events shown in Appendix A.

Campus should follow these guidelines in preparing their nomination for electronic submission:
• Each nomination should be properly documented per the selection criteria
• Materials should be presented in a professional and orderly manner suitable for reproduction.
• Presentation packets should be scanned (portrait orientation preferred) into one pdf document.
• One copy of the nomination packet is to be submitted electronically via portfolio link, google drive or via email in the format shown in Appendix B
• Do not exceed the maximum pages as referenced in Appendix B.

PRESENTATION OF AWARDS
The President reports the decision of the Selection Committee to the appropriate Chancellor with copies to the Vice Chancellor of Academic Affairs. The recipient is sent a letter of congratulations from the President of the College along with information related to the awards ceremony.

The Glenn W. Sample Founder’s Award for Excellence in Instruction is presented at a ceremony hosted by the Ivy Tech Foundation at its board meeting in June. This occasion provides the opportunity to involve the award recipient, the prior year’s recipient, their guests, representatives of the College and the Ivy Tech Foundation, the community at large, and friends and associates of Glenn W. Sample Founder’s Award in an activity honoring the faculty member’s accomplishments at the College. The person receiving the Glenn W. Sample Founder’s Award will give a brief presentation at the Awards Ceremony.
APPENDIX A

SCHEDULE OF EVENTS
2019-2020 THE GLENN W. SAMPLE FOUNDER’S AWARD AND PRESIDENT'S AWARDS

January 31, 2020  Memo to the Vice Chancellors of Academic Affairs inviting nominations and providing guidelines to be followed.

Nominations are solicited for revolving representatives on the Selection Committee.

March 20, 2020  Deadline for receiving nominations electronically from campuses.

May 8, 2020  Screening Committee members submit recommendations.

June 23, 2020  The Glenn W. Sample Founder’s Award for Excellence in Instruction Ceremony and Dinner
APPENDIX B

ELECTRONIC NOMINATION PACKET FORMAT FOR THE GLENN W. SAMPLE FOUNDER’S AWARD FOR EXCELLENCE IN INSTRUCTION

BIOGRAPHICAL DATA (this section should total NO more than two pages)

Provide the following information:

1. Name and home address
2. Current title
3. Campus and program
4. Employment at Ivy Tech and dates (showing full-time and part-time, if applicable)
5. Education
6. Certificates and professional licensure (if appropriate)
7. Experience
8. Publications
9. Photograph sent as a separate file (high-resolution digital photo of at least 300 dpi, black / white or color headshot of professional quality)

DEMONSTRATION OF EXCELLENCE IN INSTRUCTION

A. Teaching Excellence: Superior Performance (no more than three pages)
Describe exceptional accomplishments that epitomize the mission of the College. Indicate in definite terms the manner in which normal job expectations are exceeded and to what extent (i.e., unusual amount of work; exceptional quality; innovation; exceptional ability to relate to students, faculty peers, and administration; exceptionally effective activities; unusual motivations, resourcefulness, imagination, ingenuity, unique and exceptional accomplishments and creativeness). The following topics should be addressed directly: (1) competence in subject matter; (2) mastery and application of the methods and techniques of excellence in instruction; (3) innovation, resourcefulness, imagination, ingenuity, motivation, enthusiasm, and creativeness; (4) use of continuous evaluation; (5) ability to develop and to retain good personal relationships; (6) evidence of desire to continually grow and to continually improve as an instructor; and (7) honors, awards, and recognition for superior job performance.

List formal or informal continuing education experiences such as professional seminars, workshops, and conferences during the past five years through which the instructor became more valuable to the College. Include the dates of participation.

B. Teaching Excellence: Positive Impact on Students (no more than three pages)
Describe how and to what extent the instructor has a positive impact on students and their educational experiences at Ivy Tech. The following topics should be addressed directly: (1) the levels of knowledge, skills and attitudes acquired by students as a result of the instructor’s teaching effort; (2) the levels of job placement in the program area for which the student was prepared, the retention rates and growth in that job area, and satisfaction of the employer and employee with the level of preparation to perform the job, and/or levels of course and program transfer; (3) attrition rates of students in the program; (4) instructor’s reputation for excellence.
in instruction; and (5) incorporation of opportunities for student participation in community service.

C. Contributions to the Program and to the College (no more than three pages)
Describe how and to what extent the instructor makes a positive contribution to his or her program and to the College. The following topics should be addressed directly: (1) excellence in counseling and advising; (2) active cooperation with peer instructors and administrators; (3) familiarity with and active participation in occupational and task analysis and curriculum development and revision; (4) the ability to diagnose problem areas and to propose alternatives for improvement; and (5) service on campus and faculty committees.

D. Professional and Community Services (no more than three pages)
Describe how and to what extent the faculty member performs professional and community service. The following topics should be addressed directly: (1) active participation and/or leadership in professional organizations; (2) representing the College in community and civic activities and organizations; (3) providing service to the community in the instructor’s area of professional expertise; and (4) working with outside groups and organizations to bring resources to the College.

OTHER DOCUMENTATION

A. Letters of support – this section should total NO more than four pages
Include no more than three, one-page letters of support and a letter of endorsement from the campus executive.

B. Abstract – this section should total NO more than one page
Include a one-page, double-spaced summary of information about the President’s Award recipient. This information is to be used in the development of materials used for the award presentations and for public release to the press.

C. Required release form – Include evaluation form(s) and required employee release form (see following page).
PRIVACY ACT NOTICE

The provision of information requested in the nomination packet for the Glenn W. Sample Founder’s Award for Excellence in Instruction is voluntary. Failure to provide information requested, however, may result in the nominee not being considered fully in the screening and selection process. Information provided will be used in considering the nominee for an award and for publicity purposes in connection with the awards program and for public information.

EMPLOYEE RELEASE FORM

1) I, __________________, understand the above Privacy Act Notice and agree to the release of information contained in my electronic nomination packet.

2) I, __________________, hereby authorize Ivy Tech Community College and Ivy Tech Foundation to announce my receipt of the Glenn W. Sample Founder’s Award, if so selected, and further allow Ivy Tech Community College and Ivy Tech Foundation to use information in my electronic nomination packet and my picture for purposes of publicity and public information. I waive all claims for compensation for such a use of those items or for damages. I consent to the continued use of that information and my picture even in the event that I am no longer employed by Ivy Tech Community College.

I hereby warrant that I am of legal age and competent to contract in my own name. I have read the foregoing statements before affixing my signature below, and I warrant that I fully understand the contents of each statement and agree to abide by the terms of the Glenn W. Sample Founder’s Awards program.

Signed this ____th day of _____________ in the year of ________.

Name:_________________________________________________

Signature:______________________________________________