Ivy Tech Community College of Indiana

POLICY TITLE
Glenn and Mary Catherine Sample Award

POLICY NUMBER
7.13

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created January 1996/Revised November 2011/Effective November 2011; revised October 2017/effective immediately

PURPOSE
Through the generosity of Mr. and Mrs. William F. McNagny of Fort Wayne, the Ivy Tech Foundation established the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction in the 1979-80 school year. This award is made annually to the full-time faculty member of the College who, based on the recommendation of the Selection Committee, best typifies excellence in instruction. The award is intended to recognize one instructor annually who epitomizes the mission of Ivy Tech in assisting students to acquire employable skills.

ORGANIZATIONAL SCOPE OR AUDIENCE
Full-time faculty

DEFINITIONS
Continuous evaluation: evaluating student progress throughout the course using of a variety of methods

Curriculum development: defining program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.

POLICY
Eligibility for consideration for the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction includes full-time faculty whose principal tasks involve direct instructional activities with students. Nominations for the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction are chosen from among the President’s Award recipients, one from each of the College’s nineteen campuses submitted no later than the third week in March.
PROCEDURE
The purpose of the college wide faculty awards program is to recognize Ivy Tech faculty members who best typify excellence in instruction. The college wide faculty awards program consists of two types of awards: the President’s Award for Excellence in Instruction and the Glenn W. and Mary Catherine Sample 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 Award is selected.

President’s Award for Excellence in Instruction
The President's Award for Excellence in Instruction is presented annually to a full-time 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 $500 professional development grant. Selection of the recipients of the President’s Award takes place in March.

To be eligible for consideration for the President's Award for Excellence in Instruction, the nominee must be a full-time faculty member whose principal tasks involve direct instructional activities with students. Past recipients of the President's Award for Excellence in Instruction are eligible for re-nomination.

Glenn W. and Mary Catherine Sample Award for Excellence in Instruction
The Glenn W. and Mary Catherine Sample 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, an after-tax award of $500, and a $1,000 grant for instructional supplies and materials.

To be eligible for consideration for the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction, the instructor must be a campus’ recipient of that year’s President’s Award. Past recipients of the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction are not eligible for re-nomination.

Selection Criteria
The process of selecting the recipient of the President’s Award is determined by each campus. The Selection Committee recommends the recipient of the Glenn W. and Mary Catherine Sample Award for Excellence in Instruction.

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;

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 is demonstrated by the following qualities:
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;
4. Working with outside groups and organizations to bring resources to the College.

Nominations for the Glenn W. and Mary Catherine Sample Award
The Vice President/Chancellor nominates the campus’ recipient of the President’s Award for the Glenn W. and Mary Catherine Sample Award, in keeping with the schedule of events shown in Appendix A. It is important that each nomination be documented properly. The materials should be presented in a professional and orderly manner suitable for reproduction. Nominations are to be submitted in duplicate in the nomination format shown in Appendix B.

Screening Of Nominations for the Glenn W. and Mary Catherine Sample Award
Each of the nominations submitted by the nineteen campuses is reviewed by the Screening Committee appointed by the President. The eight member committee is composed of the following: a state trustee (the chair of the Planning and Education
Committee), a faculty member (the most recent recipient of the Sample award), a member of the Foundation Board of Directors, an employer, a College administrator, an alumnus/alumna, an employee relations director, and a member of the Campus Academic Officers Committee. This committee has the responsibility of rating each nominee for the award. The results of the ratings from the Screening Committee are reported to the President for appropriate action.

Notification of Award Recipient
The recipient of the Glenn W. and Mary Catherine Sample Award is announced at the June meeting of the State Board of Trustees. The President reports the decision of the Selection Committee to the appropriate Chancellor with copies to the Vice Chancellor for Academic Affairs. The recipient is sent a letter of congratulations from the President of the College; the letter will include information about the awards ceremony.

Presentation of Award
The Glenn W. and Mary Catherine Sample award 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. and Mary Catherine Sample in an activity honoring the faculty member’s accomplishments at the College. The person receiving the Glenn W. and Mary Catherine Sample award will give a ten minute presentation at the award ceremony.

REFERENCES
Appendices A and B
Privacy Act Notice (see Forms)

RESOURCE PERSON
Vice Chancellors for Academic Affairs
# APPENDIX A

## SCHEDULE OF EVENTS

**GLENN W. AND MARY CATHERINE SAMPLE AND PRESIDENT'S AWARDS**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Memo from the Provost/Vice President for Academic Affairs to the Chancellors and Vice Chancellors of Academic Affairs inviting nominations and providing guidelines to be followed; package forwarded to the Foundation. RAOC solicits nominations for revolving representatives on the Selection Committee.</td>
</tr>
<tr>
<td>February</td>
<td>Announcement of Screening Committee appointed by the President.</td>
</tr>
<tr>
<td>Third week in March</td>
<td>Deadline for receiving nominations from campuses.</td>
</tr>
<tr>
<td>First week in April</td>
<td>Nineteen nomination packages distributed to Screening Committee members for review and recommendations; one package forwarded to the Foundation.</td>
</tr>
<tr>
<td>First week in May</td>
<td>Screening Committee members submit recommendations.</td>
</tr>
<tr>
<td>Second week in May</td>
<td>Summary report of the results of the deliberations of the Screening Committee is submitted to the President. Ivy Tech Foundation activates final procedures to acquire award materials, preparation of news releases, and planning for presentation of the awards.</td>
</tr>
<tr>
<td>Fourth week in May</td>
<td>Letters to the President’s Award recipients from the President of the College announcing the awards and arrangements for the President’s Award ceremony.</td>
</tr>
<tr>
<td>June State Trustees Meeting</td>
<td>Presentation of the awards at the President's Award Dinner. State Trustees Planning and Education Committee reviews Screening Committee recommendation and final selection; Glenn W, and Mary Catherine Sample Award recipient is announced.</td>
</tr>
<tr>
<td>Third week in June</td>
<td>Memo to the Chancellors and Vice Chancellors for Academic Affairs announcing the recipient of the Glenn W, and Mary Catherine Sample Award. Notify Glenn Sample Award recipient.</td>
</tr>
<tr>
<td>June</td>
<td>Presentation of the Glenn W, and Mary Catherine Sample Award at the Ivy Tech Foundation meeting.</td>
</tr>
</tbody>
</table>
APPENDIX B

NOMINATION FORMAT FOR
THE GLENN W. AND MARY CATHERINE SAMPLE AWARD
FOR EXCELLENCE IN INSTRUCTION

BIOGRAPHICAL DATA (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 (minimum 3"x 5", black and white, glossy, 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
1. Personal Statement - Include a one-page statement, written by the President’s Award recipient, of his or her perception of teaching excellence at Ivy Tech.
2. Letters of Support - Include no more than three, one-page letters of support, and a letter of endorsement from a campus executive.
3. Abstract - 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.
4. Release Forms - Include evaluation form(s) and required release forms (see Forms).