

# **Chancellor's Distinguished Teaching Award Committee Procedures**

## **Electronic Nomination Process**

The Coulter Faculty Commons conducts an electronic nomination process for faculty and students.

## **Screening of Nominations**

Staff of the Faculty Commons will collect nomination ballots, tally nominations, remove any invalid nominations, and prepare a list of the top finalists according to the procedures described below:

(a) Identify all faculty who are nominated by both faculty and students. Rank these nominees in order of the number of corresponding faculty and student nominations. For example, a candidate with three faculty nominations and three or more student nominations would have three corresponding nominations and should be ranked higher than candidates with two faculty nominations and two or more student nominations (two corresponding nominations). If this process results in five or more candidates with at least one corresponding nomination, the top five shall become the finalists. If two or more nominees are tied in corresponding nominations for the fifth finalist, the candidate with the highest sum total (faculty plus student nominations) shall be included as the fifth candidate.

(b) If the ranking process described in (a) above fails to produce five finalists, then the number of finalists shall be reduced to those candidates who do receive at least one corresponding faculty/student nomination. In no case should a candidate without any corresponding nominations be included as a finalist. In the unlikely event that no candidates receive any corresponding nominations, there will be no recipient of the Distinguished Teaching Award for that year. If only one candidate receives corresponding nominations, that person will become the sole finalist, but the committee shall proceed with a thorough review as directed below under "Review of Finalists" and vote to determine if the candidate should be recommended to receive the award.



