

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>SEYMOUR WEISS EXCELLENCE IN TEACHING AWARD</b>
<b>EFFECTIVE DATE:</b>	<b>September 6, 2023*</b> <i>(*Procedural Update 9/6/23; 11/17/20; 4/28/20; 9/18/19; Title Update 9/28/17; Form Addition/ Title Update 2-13-12; Legislative Update effective 8/15/10: Act 521 of La. Legislature Regular Session 2010 Original: 3/24/09)</i>
<b>CANCELLATION:</b>	AA-2230.1D (2/20/01)
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Contingent upon availability of outside funds, the Seymour Weiss Excellence in Teaching Award is presented annually to a faculty member of Delgado Community College. Faculty members are nominated and the recipient is selected following the criteria and procedures outlined in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

**1. Purpose**

To recognize faculty members for distinguished teaching at Delgado Community College.

**2. Scope and Applicability**

This policy and procedures memorandum applies to full-time teaching faculty members at Delgado Community College.

**3. Seymour Weiss Excellence in Teaching Award**

The Seymour Weiss Excellence in Teaching Award is the College's most prestigious award presented to a faculty member. The recipient receives a gold lapel pin, an embossed plaque, a certificate of excellence, and a monetary award. The faculty member's monetary award is funded through a permanent endowed trust fund, the Delgado Community College

Seymour Weiss Endowed Professorship. This endowment is made possible through the Board of Regents' Louisiana Education Quality Support Fund (LEQSF) program and is jointly funded by the LEQSF and the Delgado Community College Foundation Seymour Weiss Trust Fund. In addition, all Excellence in Teaching *nominees* have first preference for funding to attend the current year's National Institute for Staff and Organizational Development (NISOD) Conference.

#### 4. **Nomination Criteria**

To be eligible for the Seymour Weiss Excellence in Teaching Award, a candidate must:

- A. Have been a full-time, regular faculty member of Delgado Community College for at least four (4) consecutive years when nominated.
- B. Provide classroom instruction for at least 60% of his/her full-time assignment for the past four years at the College, provided that half (20%) of the 40% released time must be teaching-related and not administrative. An explanation for interruptions in teaching service must be accompanied by well-documented evidence. Such interruptions may not exceed one year.
- C. Not have been a recipient of the award during the prior five (5) years.

#### 5. **Nominating Procedure**

- A. On the date specified in the timeline, the list of potential candidates is circulated by the academic dean. Those wishing to decline should make it known to the academic dean before the process continues.
- B. Faculty members in each academic division two (2) candidates for the Seymour Weiss Excellence in Teaching Award. The nominating procedure is determined by the faculty of each division.
- C. The academic dean must:
  - (1) ensure that a fair and systematic method is used to determine the nominees. (The academic dean and a faculty member tally the votes.)
  - (2) ascertain acceptance of the nomination and inform those who decline that they are eligible to participate in the luncheon, which recognizes those nominated, but are not eligible for further activities related to the award for the current year.

- (3) forward to the Committee Chair the name and original of [Seymour Weiss Excellence in Teaching Award Nomination Acceptance Form, Form 2230/001](#) of the faculty member in the division who has been nominated and has accepted the nomination (i.e., has submitted an award nomination acceptance form and has agreed to complete the application process) for the award.
- D. To be considered for the award and participate in further activities related to the award [including National Institute for Staff and Organizational Development (NISOD) Conference] for the current year, nominees must:
- (1) Submit a [Seymour Weiss Excellence in Teaching Award Nomination Acceptance Form, Form 2230/001](#) to the academic dean.
  - (2) Compile, in cooperation with the academic dean, a packet containing the following information.
    - a. Curriculum vitae or resume.
    - b. Student recommendations. (maximum of five)
    - c. Colleague recommendations. (maximum of five)
    - d. Supervisor evaluations. (minimum three years to include the most recent)
    - e. academic dean's letter of support.
  - (3) Submit packet electronically to the Excellence in Teaching Award Committee Chair.

## 6. Selection Criteria

### A. Primary Criterion: Exemplary Classroom Instruction

Exemplary classroom instruction can be identified by the extent to which the instructor manifests the art and science of teaching. The art of teaching requires energy, enthusiasm, commitment and personal discipline. Exemplary teaching means caring for and being knowledgeable of both the student taught and the material to be learned.

Exemplary classroom instruction involves dialogue between teacher and learner in which teacher, learner and the material taught and learned are transformed. Exemplary teachers are recognized and admired for their mastery of the art, the techniques, and the forms of teaching.

**B. Related Criteria**

- (1) Competence in subject matter or discipline.
- (2) Academic and/or professional preparation.
- (3) Peer recognition.
- (4) Service to the discipline or field of study.
- (5) Productive student contact outside the classroom.

**7. Evaluation of Nominees**

In consideration of the Selection Criteria in Section 6, the evaluation of nominees is threefold: by students; by colleagues within the College and within the collegial and/or professional community at large, and by academic deans.

**A. Student Recommendations: 35% of Total Evaluation**

Letters of recommendation from no more than five students must be included.

**B. Colleague Recommendations: 35% of Total Evaluation**

Candidates submit letters of recommendation from no more than five colleagues. Candidates should consider colleagues within their division, within the College, and within the collegial or professional community at large.

**C. Academic Division Evaluation: 30% of Total Evaluation**

The following are included in this section:

- Supervisor evaluations. (minimum three years to include the most recent)
- Curriculum Vitae or Resume.
- Letter of support from the current academic dean.

**8. Selection Process**

An [Excellence in Teaching Award Committee](#) composed of full-time faculty members of Delgado Community College is appointed each fall to serve for the academic year. The [function](#) of this committee is to review information furnished on each nominee and to select and recommend the faculty member to receive the Seymour Weiss Excellence in Teaching Award.

The Committee's recommendation for the Seymour Weiss Excellence in Teaching Award is forwarded to the Vice Chancellor for Academic and Student Affairs who submits it to the Chancellor for final approval.

#### Timetable

October 15	Chair of the Excellence in Teaching Award Committee requests the academic deans to begin the nomination procedure.
November 15	Academic deans submit names and originals of award nomination acceptance forms of faculty members who have been nominated and have accepted the nomination (i.e., have submitted an award nomination acceptance form and agree to complete the application process) for the award to the Excellence in Teaching Award Committee.
January 31	Nominees submit packets electronically to the Committee Chair through the College's learning management system.
March 15	Committee's selection of the faculty member recommended to receive the Seymour Weiss Excellence in Teaching Award is submitted to the Vice Chancellor for Academic and Student Affairs.
April 15	Vice Chancellor for Academic and Student Affairs presents the recommended recipient to the Chancellor for final approval.
Commencement Exercises (May)	Presentation of award.

#### 9. **Cancellation**

This policy and procedures memorandum cancels Policy and Procedures Memorandum AA-2230.1D, *Seymour Weiss Excellence in Teaching Award*, dated November 17, 2020.

#### *Policy Reference:*

[Louisiana Board of Regents Endowed Professorships Policy](#)  
 Delgado Policy and Procedures Memorandum, [Endowed Professorship Award](#)  
 Delgado Policy and Procedures Memorandum, [Charter: Committee on Excellence in Teaching](#)

*Review Process:*

Excellence in Teaching Award Committee 4/10/08; 11/10/08  
Academic Affairs Council 1/29/09  
College Council 3/24/09  
Legislative Update: Act 521 of Louisiana Legislative Regular Session 2010 8/15/10  
Form Addition/Title Updates Approved by Vice Chancellor for Academic Affairs 2/13/12  
Title Updates Approved by Vice Chancellor for Academic Affairs 9/28/17  
Procedural Update Approved by Vice Chancellor for Academic Affairs 9/18/19  
Procedural Update Approved by Vice Chancellor for Academic Affairs 4/28/2020  
Procedural Update Approved by Vice Chancellor for Academic Affairs 11/17/2020  
Procedural Update Approved by Vice Chancellor for Academic and  
Student Affairs 9/6/23

*Distribution:*

Distributed Electronically Via the College's Website

*Attachment:*

Attachment - [Seymour Weiss Excellence in Teaching Award Nomination Acceptance Form \(Form 2230/001\)](#)