

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON EXCELLENCE IN TEACHING</b>
<b>EFFECTIVE DATE:</b>	July 20, 1995* <i>(*Title Updates 6/7/12, 2/23/05)</i>
<b>CANCELLATION:</b>	none
<b>OFFICE:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on Excellence in Teaching will review nominees for the Excellence in Teaching Award and select the recipient according to the College's established [procedures](#). Each year the Committee reviews the selection process and reports any suggestions for revision to the Vice Chancellor for Academic Affairs.

**MEMBERSHIP**

The Committee will be appointed by the Chancellor of the College on the recommendation of the Vice Chancellor for Academic Affairs. Past recipients of the award are given special consideration for appointment.

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Vice Chancellor for Academic Affairs appoints the Chair.

**MEETINGS**

The Vice Chancellor for Academic Affairs directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings are called by the Chair as required to accomplish the responsibilities of the Committee.

## **REPORTS**

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Seymour Weiss Excellence in Teaching Award](#)

*Review Process:*

Deans' Council 7/11/95

*Distribution:*

Electronic Distribution Via the College's Intranet and Email Systems.

*Attachments:*

[Committee Standard Forms:](#)

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)