

Excellence in Teaching Committee Charter

Statement of Purpose

- The Committee solicits nominations for the annual Board of Regents Excellence in Teaching Award;
- Committee selects the awardee.

Operating Procedures

- Convenes and reviews the CCCM guidelines;
- Reviews the work of the previous year's committee to determine if any changes to their procedures are desirable or necessary;
- Develops the nomination form and announcement flyer;
- Identifies and implements an effective and efficient method for publicizing, soliciting and receiving nominations;
- Reviews the nominations and selects the awardee;
- Composes a detailed narrative on the awardee's qualifications;
- Composes brief summary descriptions of all other nominees;
- Submits narrative and summaries to Honolulu Community College's Chancellor's office;
- Forwards copies of the narrative and summaries to the President's office;
- Forwards copies of the narrative to the Board of Regents to be read by a Regent when the award is presented at graduation.

Authorization

- Authorized by the FSEC: 1975

Structure of the Committee

- Five faculty members, all of whom are former awardees appointed by the Committee on Committees.
- Two student representative selected by the Student Senate.
- Replacement or substitute members are appointed by the Committee on Committees.

Scope of Authority

- Committee guidelines are provided by Community College Chancellor's Memorandum 7000. Since these guidelines are very general, committees can choose to revise and refine the nomination and selection procedures each year.

Meetings

- The chair and the recorder are selected by the committee during the first meeting convened each Fall semester, usually in late September or early October.
- The committee reconvenes during the Spring semester to review all nominations and select an awardee.
- Workload varies depending on the number of nominees and documentation submitted.

Documentation/Communication

- The call for nominations is publicized via flyers that are posted around key campus locations and on the HCC Homepage.
- Applications are available at several departments on campus and also on the Web.
- Copies of the nomination form, flyer and nominee summaries are stored on a computer disk and passed on from committee to committee each year.
- Minutes of each meeting are distributed and posted on the HCC Intranet.