

**College of Health and Human Performance
Teacher/Advisor of the Year (TOY) Award Committee Operating Code**

Article 1 – Objective and Purpose

The TOY Awards Committee serves to 1) solicit nominations for designated awards offered by the College and University to its faculty and advisors; 2) review and assess candidates' portfolios for College awards; and, 3) make recommendations to the Dean for College and University awards.

Article 2 - Membership

Members on the Committee include the two recipients of the TOY Award from the previous year. The Dean will appoint a committee chair to serve a two year term on the Committee. Additional members will be selected by the Dean as necessary to ensure that each department has a faculty representative on the Committee. In addition, the Committee will have at least one student representative from each department, nominated by committee members and appointed by the committee chair.

Article 3 – Terms of Service

Members shall serve for one academic year. Members may serve more than one term. The term of service begins fall semester. In the event a vacancy occurs on the committee, the Dean appoints a faculty member to fill the unexpired term of the vacating member.

Article 4 – Officer and Duties

The only officer of the TOY Awards Committee is the chair, who is appointed annually by the Dean. It is preferred, if possible, that the Chair serve a two-year term: one year as the Chair of the committee and one year as a departmental representative for continuity. The Chair is responsible for the conduct of meetings, updating the website yearly and setting the agenda with input from the members.

Article 5 - Meetings

The Committee meets at the beginning of the fall semester to determine the tasks required to carry out its responsibilities and to designate meeting times for the year. Meetings may be called by the Chair, any member of the Committee, or by the Dean or Associate Dean for Faculty Affairs for the purpose of discussing items of concern or interest. The Chair will also arrange for the award recipients to present a workshop for college faculty and graduate students during the academic year.

Article 7 – Amendments

Amendments to this Operating Code may be proposed by any Committee member. These amendments will be presented along with an appropriate rationale to the Dean and College Council. A simple majority of College Council members voting will be required for approval.

Presented to College Council: January 26, 2010

Approved by College Council: February 23, 2010

Approved by College Council: May 20, 2014

**College of Health and Human Performance
Teacher/Advisor of the Year (TOY) Award Process**

Nominations

Nominations will be solicited through a weekly e-newsletter to students, announcements in classes and by peers. Nominations will be emailed to a TOY email address which will go to the assistant of the Associate Dean of Faculty Development. The assistant will then forward the nomination to the nominee, copying the department chair of the nominee, the Chair of the TOY committee and the Associate Dean of Faculty Development.

Nominees will submit an intention to submit a portfolio to the assistant and dates for the TOY Committee to attend one of their classes for review.

Portfolio

A portfolio will be submitted according to University guidelines. Portfolios that are incompletely developed will not be considered for an award. Example student letters with redacted identifiers will be placed on the TOY webpage.

After the college award is decided, the Department Chair will then write a letter endorsing the nominee for consideration by the university-level committee.

Class Observation

In the event that the committee cannot determine a winner among the top-ranking applicants solely from the applicants' portfolios, the committee can elect to observe each applicant in the class-room. At least two members of the committee will visit each of the applicant's classes one time to conduct a personal observation of their teaching. These committee members would report their observations back to the committee as a whole to be utilized in conjunction with the applicants' portfolios to make the decision for recommendation of award winners.

Revised and presented to College Council: March 25, 2014

Voted on and approved by College Council: May 20, 2014