

Policy for Selecting *Outstanding Professors of the Year*
for Crafton Hills College
Approved by the Academic Senate on September 1, 1999

Background: The San Bernardino Area Chamber of Commerce, Higher Education Division, honors outstanding college professors each spring. Professors from California State University San Bernardino, University of Redlands, San Bernardino Valley College, and Crafton Hills College are selected for this honor. Each institution forwards the names of two professors for this honor.

Policy: The selection of outstanding professor will be based on several criteria. Both academic employees and students will be invited to make nominations. *Outstanding professors* will be elected by their peers (i.e., other regular contract faculty members). Professors who have been honored in the immediately preceding five years will not be eligible for nomination.

PROCEDURE:

1. Call for Nominations: The Academic Senate President will announce the *Professor-of-the-Year* award and call for nominations by the second week in November.

Members of the full-time faculty and the Associated Students of Crafton Hills College may nominate faculty members for *Professor of the Year*. Every nomination will be accompanied by a letter setting forth reasons supporting the nomination based on the following criteria: 1) Effectiveness as a faculty member, 2) Service to students, 3) Contributions to the college community, 4) Publications and research, 5) Volunteer work in the community, 6) Number of years of service, and 7) any additional criteria the nominating person deems significant. Supporting letters will be on file and available in the Library.

2. Voting: By the end of the first week in December, a ballot listing the name of every nominee will be sent to every regular contract faculty member. A copy of this policy will be attached to the ballot. The voting faculty member will rank order the nominees, assigning the highest score to the nominee he or she regards as most deserving and scoring the others in descending order. The highest score will be the number of candidates nominated (e.g. for a field of eight nominee, the highest score will be eight, the next highest will be seven, etc.) Ballots must be returned by the end of the second week in December in order to be counted.

3. Counting ballots: By the end of the second week of the spring semester, the Personnel Policy Committee of the Academic Senate will count the ballots and

report the results for selection of *Outstanding Professors* to the President of the Academic Senate.

4. The President of the Academic Senate will announce the winners of the award at the next regular Academic Senate meeting following the counting of the ballots.