

Distinguished Teaching & Learning Award (DTLA)

In Recognition of Exemplary Teaching Practice

Responsibilities of DTLA Committee Chair

Updated February 8, 2011

The Distinguished Teaching and Learning Award Nomination Committee is established to coordinate the recognition of full-time or part-time faculty members from each division who have established an exemplary, creative and effective teaching technique, practice, or activity at South Texas College.

Responsibilities of the chair:

- Become an Ambassador for the DTL award.
- Establish the DTLA nomination committee. The committee membership may include division dean, chairs, faculty, staff, and students.
- Set up meetings for the committee to meet and review the selection criteria (one meeting).
- Ensure that the timeline for the nomination process is followed.
- Communicate with division faculty to announce the nomination process and to solicit nominations for the award.
- Set up meetings with the DTLA nomination committee members to review the information about the nominated faculty members (one or two meetings).
- Ensure the validation process for each finalist has taken place. Validation can include a classroom visit, demonstration of the practice by the nominated faculty, etc.
- Finalize the nomination and selection process by the end of April.
- Inform Division Dean about the information regarding the DTLA recipient(s).
- Submit the one page Nomination Form about each DTLA recipient to the Office of the AVP for Academic Affairs by the first week of May.

Strategies to Promote DTLA:

In addition to the general faculty/staff email that will go out periodically from the Office of Professional Development to announce and encourage faculty to self nominate or nominate a colleague, the following strategies could be used by committees to promote DTLA and collect nominations:

- The DTLA chair can attend the division chair meeting and announce the DTLA nomination process.
- Develop a flyer and have it placed where students and faculty can see them.
- Send out occasional emails to faculty and staff in your division to remind them about the DTLA nomination.
- Attend large departmental meetings in the division to announce and recruit faculty to nominate other faculty or to self-nominate for the award.
- Invite each department from your division to nominate one faculty for consideration.
- Set up a nomination box outside of the departmental office so students can nominate a faculty.
- Visit large classrooms from each department and speak to students regarding the award.