

Alpena Community College Foundation Endowed Teaching Chair Program for 2019-20

Guidelines

Purpose

The ACC Foundation Endowed Teaching Chair Program seeks to recognize and promote academic excellence at Alpena Community College. The Program honors noteworthy faculty members and provides resources for improving instruction, academic programs, and professional development.

History

The original idea for the Endowed Teaching Chair Program emerged from a Spring 2004 discussion between ACC President Dr. Olin Joynton and Lucas Pfeiffenberger, both of whom were interested in developing a program to recognize and reward demonstrated excellence in teaching at ACC.

In the fall of 2004, at the request of Dr. Joynton, the ACC Foundation established the Endowed Teaching Chair Program. The Foundation, Faculty Council, and president appointed the first Selection Committee, which in turn created the Program Guidelines.

Lucas and Janet Pfeiffenberger inaugurated the Endowed Teaching Chair Program by funding the first endowment as a tribute to Dr. Russell H. and Fromilda Y. Wilson. Janet Pfeiffenberger served as secretary to Dr. Wilson, Superintendent of Alpena Public Schools, for 11 years and during her tenure assisted Dr. Wilson with preparing the documentation necessary for the formation of Alpena Community College in 1952. This inaugural Endowed Teaching Chair awards an annual grant of \$5,000 through a joint funding agreement between the Alpena Community College Foundation and the Community Foundation for Northeast Michigan.

Types of Awards

The Endowed Teaching Chair Program offers two types of awards:

- 1) An award to pursue a particular project for research, publication, technology, or instructional/program/institutional improvement or initiative.
- 2) An award to pursue professional development, such as advanced coursework, an advanced degree, or specialized workshop/internship activity. The award may be used in conjunction with a sabbatical.

Funding

Following the model of the Dr. Russell H. Wilson and Fromilda Y. Wilson Endowed Teaching Chair, each Endowed Teaching Chair is funded by an endowment granted to the ACC Foundation for this restricted purpose. Each award consists of the annual proceeds of the endowment principal. Although according to current Foundation policy the award is expected to be 5% of the endowment (e.g. \$5,000 for a \$100,000 endowment), the actual amount of the award may vary from year to year depending upon investment returns.

Selection Committee

Each year, the Endowed Teaching Chair Selection Committee selects recipients of Endowed Teaching Chair awards through a process of application review and evaluation. The Selection Committee consists of the following eight members, seven of whom are voting:

- 1) ACC Foundation Executive Director - voting, permanent term
- 2) ACC President - non-voting, permanent term, advisory role
- 3) Two ACC Foundation Trustees - voting, indefinite term, selected by Foundation Board
- 4) Three ACC Faculty Council members - voting, one-year term, selected by Faculty Council, no limit on consecutive-year service
- 5) One ACC Administrator - voting, indefinite term, appointed by the president

Term

The standard Endowed Teaching Chair term is one year, however, fractional or multi-year awards may be made at the discretion of the Selection Committee or according to special criteria stipulated by particular donors.

Applicant Eligibility

To be eligible for consideration as an Endowed Teaching Chair, the applicant must be recognized as a full-time, non-probationary member of the ACC Faculty Council as defined in the recognition clause of the current *ACC Faculty Council – ACC Board of Trustees Contract*. The applicant must have held his/her position as an ACC Faculty Council member for at least four regular academic-year semesters.

If an Endowed Teaching Chair recipient's employment status changes during the term of the award, he/she will forfeit the unspent portion of the award at the discretion of the Selection Committee.

Selection Criteria

Two criteria will guide the selection process:

Proposal: The value and quality of the applicant's proposal.

Professional Excellence: The applicant's record of contributions to advancement and improvement in instruction and the esteem expressed by his or her colleagues.

Selection Process

The Endowed Teaching Chair selection process is administered by the director of the ACC Foundation. The director oversees the Selection Committee, which solicits applications from ACC faculty. Each year, the Selection Committee reviews applications and selects the Endowed Teaching Chair recipient(s) in a manner appropriate to the terms of each award. Selection is determined by a simple majority or plurality vote of all voting Committee members.

Each faculty candidate must submit an application portfolio to the ACC Foundation Executive Director.

The portfolio consists of the following:

- 1) an application form,
- 2) a limited summary of the applicant's experience relevant to the proposal,
- 3) two brief letters of recommendation (at least one from an ACC faculty colleague, and excluding letter(s) from senior ACC administrations-president- or vice president-level), and
- 4) a brief narrative and outline of his/her proposal. The candidate may submit up to eight pages of additional relevant material to support his/her application, but this is not required.

In addition to reviewing and evaluating the content and form of applicant proposals, the Selection Committee may interview applicants to seek clarification of proposal elements. The Selection Committee may also interview relevant ACC personnel to determine applicability and appropriateness of proposals as they relate to program realities, needs, and plans.

Faculty members interested in applying for an Endowed Teaching Chair award may pick up the application packet from the ACC Foundation Executive Director or download it from the ACC web site prior to the advertised submission deadline.

Spending Procedures

Cash awards are not made to Endowed Teaching Chair recipients. Instead, recipients request funds directly through the ACC Foundation as needed.

Reporting

At the conclusion of the award term, the Endowed Teaching Chair recipient is to submit a simple report of one to three pages outlining

- 1) how the funds were expended,
- 2) what benefits resulted from the Endowed Teaching Chair activities, including who benefited, and
- 3) other comments the recipient would like to share with the donor(s).

Since an Endowed Teaching Chair award is based largely on the recipient's prior accomplishments and achievements, usually no detailed formal evaluation procedure is required to demonstrate project results. However, Endowed Teaching Chair recipients are encouraged to design analytical evaluation instruments if doing so would enhance the overall quality of their project and/or might facilitate continuing project activity. The ACC Foundation also encourages recipients to share the results and processes of their work with interested groups and individuals within and outside the College.

However, reporting requirements of particular Endowed Teaching Chair awards may vary.

Program Evaluation

Each fall, prior to preparing the selection process for the following year's award(s), the Selection Committee reviews, evaluates, and, if necessary, revises the Endowed Teaching Chair Program

guidelines and procedures. All major revisions are subject to the approval of the ACC Foundation Board of Trustees.

Annual Timeline (Current program year dates in parentheses)

Fall Semester (October-December):

The Selection Committee evaluates and revises the Endowed Teaching Chair Program guidelines/procedures if necessary, and then prepares the selection process for the following academic year's awards.

Spring Semester Startup Week (promote award):

The Selection Committee introduces the following year's awards and application/selection timeline.

April 1, 2019 (deadline):

Candidates submit application portfolio to the ACC Foundation Executive Director.

April 2019:

The Selection Committee evaluates applications, conducts selected interviews, and selects recipients.

May - (May 10, 2019):

Staff Recognition Dinner: ACC Foundation Executive Director will formally present the Endowed Teaching Chair(s) award for the following academic year.

Award Term (Academic Year 2019-20):

Endowed Teaching Chair recipient implements his/her proposal.

August – September 19, 2020:

Endowed Teaching Chair recipient(s) of the current year's award shall submit report(s) of activities to ACC Foundation Executive Director.

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Application Directions

Eligible Alpena Community College faculty members may apply for an Endowed Teaching Chair award by submitting a completed candidate package to Brenda Herman, ACC Foundation Executive Director, in BTC-125, no later than **Monday, April 1, 2019**.

The candidate package consists of the following:

1. The Application Form (attached), which includes a summary of experience relevant to the proposal. Please submit this before requesting letters of recommendation.
2. Two letters of recommendation supporting the candidate. At least one of these must be from an ACC faculty colleague. These are to be sent directly by the recommender to **Brenda Herman, ACC Foundation Director, Alpena Community College, 665 Johnson Street, Alpena, MI 49707** or by college mail to **BTC-125**.
3. A brief narrative and outline of the candidate's proposal (form attached).
4. Though not required, up to eight pages of material supporting the candidate and/or the candidate's proposal.

Please use the attached forms for (1.) and (3.) above, and attach additional pages to them if needed.

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Application Form

Name: _____ ACC Extension: _____

Position: _____ Department: _____

In the space below, describe your teaching experience at Alpena Community College. Include timeframes, subjects taught, initiatives, collaborations, professional development, research, experimentation, innovative methods, publications, committees served, extra-classroom productions, travel, workshop/conference activities, and any other contributions to the College or professional achievements you have made. Attach a separate sheet if necessary.

Signatures

Candidate: _____ Department Chair: _____

Dean of Instruction: _____

Note: These signatures verify that the candidate is a full-time, non-probationary member of the Faculty Council and has taught in that capacity for at least four regular academic-year semesters.

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Proposal for Use of Endowed Teaching Chair Award

Describe below how you would use the Endowed Teaching Chair award. Refer to the “Types of Awards” section of the *Guidelines*. The Selection Committee understands that this proposal is not binding to the letter. Endowed Teaching Chair recipients possess the prerogative to amend and modify plans during the term of the award to achieve outcomes. Use narrative and outline form - be thorough. You may attach additional sheet(s) if needed.

The Selection Committee suggests you address the following questions if they are suitable for your proposal. Feel free to use them in whole or in part as an outline.

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- Purpose – Why do you think this project is needed?
 - Objectives – what outcomes do you want this project to accomplish?
 - Activities – What activities do you plan to accomplish these outcomes?
 - Benefits – Who will benefit from this project, and in what ways?
 - Expenses – How do you anticipate using the award monies to support your project?
 - Evaluation – How do you plan to determine the successful completion of your project?

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Endowed Teaching Chair Final Report

Endowed Chair Recipient: _____ Award Term: _____

Respond to the questions below and return this form and attachments to **Brenda Herman, ACC Foundation Executive Director, BTC-125**. Attach additional sheets as needed.

A. Describe how you expended Endowed Teaching Chair funds during the term of your award.

B. What benefits derived from your Endowed Teaching Chair activities, and who benefited?

C. What comments or thoughts might we share with the donor(s) to validate their support?