



Selection Procedure for SCTEA Educator of the Year Awards 2017-2018

Purpose:

To provide awards, which annually recognize outstanding service and achievement in the categories of: faculty/teaching, staff, and administrator/manager in the South Carolina Technical College System. Each technical college is to select three Educator of the Year award winners (one for faculty/teaching, one for staff, and one for administrator/ manager).

Awards:

All award winners will be recognized at the Annual SCTEA Conference. Each award winner will receive a certificate and a cash award of \$100.

Eligibility and Selection of Local Award Winners:

Each award winner must be a member of SCTEA. College officials determine the method of selection for the award winners at their designated colleges. Selection of the award winners must involve the SCTEA membership at each college.

Since position responsibilities vary from college to college, each SCTEA representative should check with the proper college officials to determine the appropriate category for SCTEA members. It is recommended that academic department heads be included in the faculty/teaching category and academic division deans/chairs be included in the administrator/manager category.

Selection Criteria:

A. Faculty/Teaching

The faculty/teaching award is designed to recognize outstanding individuals whose primary responsibilities include classroom/lab instruction.

The following criteria should be considered in nominating a local award winner:

- Provides quality instruction
- Promotes the college in the community
- Develops as a subject matter specialist
- Is involved with students inside and outside the classroom
- Is involved in more than the day-to-day instructional efforts of the college
- Has earned respect of students
- Has earned respect of colleagues
- Has earned respect of supervisory personnel
- Contributes actively in curriculum development
- Supports the philosophy and goals of the college
- Is an innovator
- Gains recognition for the division or college beyond the confines of the college
- Promotes harmony among fellow faculty members, administrators, and students

B. Staff

The staff award is designed to recognize the outstanding individual whose primary responsibility is to give support to the management and to the instructional process within the college/system office.

The following criteria should be considered in nominating a local award winner:

- Achieves highest standards of excellence
- Promotes the college/system office in the community
- Develops professionally
- Is involved in more than the day-to-day efforts of the college/system office
- Supports the philosophy and goals of the college/system office
- Promotes harmony throughout the college/system office
- Gains recognition for the division or college/system office beyond the confines of the college/system office
- Has earned respect of contacts inside and outside of the college/system office

C. Administrator/Manager

The administration/manager award is designed to recognize the outstanding individual whose primary responsibility is to manage or administer a program, a unit, or a division within the college/system office.

The following criteria should be considered in nominating a local award winner:

- Demonstrates effective management techniques.
- Promotes the college/system office in the community
- Continues to develop professionally
- Is involved in more than the day-to-day efforts of the college/system office
- Supports the philosophy and goals of the college/system office
- Demonstrates leadership qualities
- Demonstrates innovation
- Has earned respect of contacts inside and outside the college/system office setting
- Gains recognition for the college/system office beyond the confines of the institution

Each winner should submit a 5x7 color picture to John Woodson (jwoodso1@tctc.edu) and to SCTEA (sctea@sctea.org) **no later than December 1, 2017**. Include the name, award category, and institution on the back of the photo and in the email. If you have questions, please email John Woodson.