



## Procedures for College Operations Procedure

### 210.1: Todd A. Milano Faculty Excellence Award

Approved by

  
President

Date:

10/5/20

History:

Revised : This would contain dates if the procedure/standard has been revised.

Additional History:

Related Policies, Procedures or Standards: Todd A Milano Faculty Excellence Award Standard #

Additional References:

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#### IV. Introduction

Central Penn College faculty members are strong teachers, leaders in their field, and student-service orientated. In recognition of their excellence, each year at commencement, students award the Todd A. Milano Faculty Excellence Award to a full-time faculty member who is dedicated to teaching and to providing an educational experience that positions students for success in their chosen field of study. Faculty who receive this award support students as they help them turn their potential into career success.

#### V. Definitions

*Todd A. Milano Faculty Teaching Award:* Annual, student nominated, award given to selected faculty member at Commencement.

#### VI. Procedure/Standard Statement

*Eligibility:* All full-time faculty who have taught a course at Central Penn College during the academic year under consideration are eligible. Past award, recipients who have been honored in the past three years are not eligible.

*Award Benefits:* The winner will receive an engraved plaque, a monetary award, and public recognition at the annual commencement ceremony.

*Selection Criteria:* Central Penn students nominate a faculty member. To support their nomination, students must include an example -- a personal story that shares how the faculty member is fulfilling the criteria listed on the nomination form. Nominations and stories of



support will be reviewed by the academic leadership and a winner will be selected based on number of nominations and the quality of the supporting stories.

*Selection Process:* The following is the chronological timeline for the Todd A. Milano Faculty Excellence Award.

I. Winter Term, Week 4:

Office of Academic Affairs creates online survey link with the following questions as well as creating a list of eligible faculty members:

Question 1: To verify that you are a student at Central Penn College, please enter your student ID number.

Question 2: Nominate a faculty member for the Faculty Excellence Award who best exemplifies a commitment to academic excellence in the classroom, in their interactions and mentoring of students, and their engagement of the campus community. (Please note that faculty members who have been honored in the past three years are not eligible and will not appear below.)

Question 3: What is your personal story of support for this faculty member? (Please include the faculty member's name in the comment.)

II. Winter Term, Monday Week 5:

Office of Academic Affairs emails the entire student body the following email with a deadline of three weeks for responses and a link to the earlier created survey either in the body of the email or at the end of the email:

**Subject:** Nominations Being Accepted for the Todd A. Milano Faculty Excellence Award

**Body:**

Dear Students,

The Office of Academic Affairs is excited to announce that we are taking your nominations for the Todd A. Milano Faculty Excellence Award. This award recognizes full-time faculty members who are dedicated to teaching and to providing an educational experience that positions students for success in their chosen field of study. Faculty who receive this award help students turn their potential into success.

Although the award is given at commencement, you do not have to be ready to graduate to nominate a faculty member. Any current Central Penn College students are encouraged to share the name and a short example of a faculty who has made a difference in your education. You can nominate a faculty member by submitting your nominations at Todd A. Milano Faculty Excellence Award before it closes on <<First SUNDAY of MARCH>>.



Thank you for taking the time to nominate your chosen faculty member!

III. Winter Term, Week 9:

Office of Academic Affairs reviews nominations and stories of support and a winner is selected based on number of nominations and the quality of the supporting stories. The selected winner's information is communicated to the Registrar's office. The Registrar will add the winner to the Commencement script, hold tickets for any family or friends who will attend Commencement.

IV. Winter Term, Week 10:

Office of Academic Affairs orders a plaque with the award winners name as well as a determined monetary amount, as directed by the VPAA, for the award winner.

V. Spring Term, Week 1:

Dean of the award recipient will communicate with any known family/friends to notify them of the award and invite them with the date and time of Commencement, and invite them to attend. The Dean communicates the number of desired tickets to the Registrar's office.

VI. Spring Term, Commencement:

The Dean of the School, who should use the student nominations to create their remarks, gives the award during the awards segment.

VII. **Implementation:**

*Upon Approval*