

CAET Decision Checklist

Candidate Name _____

Selection Criteria (*adapted from SUNY Policies & Procedures*)

The primary criterion is skill in teaching. Additionally, consideration is given to sound scholarship (usually demonstrated through publications or artistic/creative productions), outstanding service to students, as well as service to the State University and to the campus. The following criteria are to be used in selecting nominees for this award: (<http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>):

Criteria	Indicators	Yes	No
Teaching Techniques & Representative Materials	The observations and portfolio provide evidence that the nominee performs superbly in the classroom.		
	The observations and/or portfolio provide evidence that the nominee maintains a flexible instructional policy that adapts readily to student needs, interests and problems.		
	The observations and portfolio provide evidence that the nominee demonstrates mastery of teaching techniques. (<i>Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses</i>).		
Student Evaluations	Student evaluations (in the form of student CTEs) administered and compiled by persons other than the nominee, are presented for several different courses over a period of several recent years and provide clear evidence of the nominee's positive impact on students. The CTE's for each course include the typed comments submitted by the students.		
Scholarship & Professional Growth	The observations and portfolio provide evidence that the nominee is a teacher/scholar who keeps current in their own field and who uses the relevant contemporary data from that field and related disciplines in their teaching. <i>Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic/creative productions, etc.</i>		
Student Services	The observations and portfolio provide evidence that in relating to students, the nominee is generous with personal time, easily accessible, and demonstrates a continual concern for the intellectual growth of individual students. <i>The focus here is the accessibility of the nominee to students outside of class (e.g., office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement).</i>		

Criteria	Indicators	Yes	No
Academic Standards & Requirements, and Evaluation of Student Performance	The observations and portfolio provide evidence that the nominee sets high standards for students and helps them attain academic excellence. Quantity and quality of work that is more than average for the subject must be required of the students.		
	The observations and portfolio provide evidence that the nominee works actively with individual students to help them improve their scholarly or artistic performance. <i>This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students.</i>		
	The nominee's evaluations of students' work must be strongly supported by evidence. Nominees must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. *		
Decision	<i>The nominee meets, and preferably surpasses, all criteria for the award.</i>		

**Since expert teachers enable students to achieve high levels of scholarship/creative activity, it is possible that the candidates' marking records may be somewhat above average. But there must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least the last five years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.*