

Criteria for Distinguished Educator Award

Each year, SWST will award one deserving individual, a Distinguished Educator Award (in teaching or in Extension/outreach). The nominating supervisor should indicate whether the Educator Award nomination submitted is for *teaching* or for *outreach*.

Purpose of the Award: The SWST Distinguished Educator Award is intended to recognize individual faculty and instructors at a university for sustained excellence in teaching or Extension/outreach programming.

Teaching Recognition: The distinguished educator award recognizes sustained excellence in teaching that incites intellectual curiosity in students, inspires colleagues, and makes students aware of significant relationships between the academia and the world at large.

Extension/outreach Recognition: The award will recognize a faculty or staff member at a university, or an industry member, who has made significant contributions to Extension/outreach education programming.

Nature of the Award: Recipients of the Distinguished Educator Award will receive a cash award (\$500.00) and a recognition plaque, awarded at the annual SWST International Conference. Educator Awardees may be called upon by SWST to provide a voice in issues related to teaching or Extension/outreach in forums or panels at the SWST conference and they will be advocates for excellence in imparting education in wood science and related fields.

Submission Instructions: Submissions should be emailed to execdir@swst.org with "Distinguished Educator Award Nominee" in the subject line. The content of the email should include the full name and institution/organization affiliation of the nominee.

DISTINGUISHED EDUCATOR AWARD IN TEACHING

Eligibility: All higher education faculty members and instructors are eligible for the Distinguished Educator Award in teaching. Specific eligibility criteria include:

- a. Nominees must be a current member of SWST.
- b. Nominees must have taught at least two wood-related courses in the last two years.
- c. Only **one** candidate can be nominated for the educator award in teaching by an institution in any one year.

Selection Criteria (to be considered where applicable): In general, distinguished teachers will excel in the following areas:

- a. Effective design and redesign of courses.
- b. Ability to engage, and inspire in students, independent and critical thinking.
- c. Enthusiasm and vitality in learning and teaching.
- d. Active involvement in and guidance of student research projects, either undergraduate and graduate.
- e. Mentoring students with personal attention and care, even beyond the classroom.
- f. Mentorship and supervision of Undergraduate or Graduate Student Instructors that facilitates effective teaching.

Nomination Process: The SWST Educator Award Committee seeks evidence from a wide variety of sources, including one letter from the individual’s supervisor, at least one letter from a faculty (on or off-campus) at the nominees’ institution, and two letters from former or current students (at least one of those letters should be from a student who has taken a class with the faculty member).

While the nomination must be approved and submitted by the individual’s supervisor, anyone can initiate a nomination, including students.

In order to simplify the nomination process for both the Department and the Committee, we have provided a number of forms which are to be used to provide the information requested. Detailed information about the nomination process and forms can be found by clicking on the complete Distinguished Educator Award Guidelines and Procedures for Teaching link on the SWST home page (www.swst.org).

Submission Checklist for Distinguished Educator Award in Teaching:

TO BE COMPLETED BY THE NOMINATING SUPERVISOR

Materials should be submitted in English, by email and should include:

- a. Nominating Letter (max 1000 words): Must be from the individual’s supervisor. This letter carries a great deal of weight in the nomination. It will show, among other things, how the nominee clearly rises above otherwise good teaching in the department, how the nominee’s research (if applicable) and teaching work go together, and how students respond to their teaching.
- b. Letters of Support (max 1000 words each): No more than four total, including at least one from a colleague (campus or off-campus), ideally someone who has recently observed the candidate’s class and at least two from current or former students.
- c. Candidate’s Curriculum Vitae (must contain documentation of teaching).
- d. Chronological List of Courses Taught: Table containing a chronological list of all courses taught during the last two years of residence (see below).
- e. Chronological list of teaching responsibilities outside the classroom (see below)
- f. Peer teaching evaluations, if available.

Chronological List of Courses Taught

Nominee: _____

List all courses taught during last two years. Does not include current semester/quarter.

Course Number	Title	Semester and Year	# Enrolled
Add rows as necessary			

Quantitative Summary and Comparison (use this form or a similar departmental form)

Nominee: _____

Quantitative Summary and Comparison: All courses in the last two years. The average score to be entered is the overall teaching effectiveness score similar to the one question: "Considering both the limitations and the possibilities of the subject matter and the course, how would you rate the overall teaching effectiveness of the instructor." If a similar question is not asked by the department or university for measuring overall teaching effectiveness, please create an average of all the scores for teaching evaluation statements (quantitative) for each course.

Course Number	Year	Enrollment	# of Evals Returned	Nominee Average	Dept. Average for Relevant Semester/quarter
Add rows as necessary					

Teaching Responsibilities Outside the Classroom (if applicable)

Nominee: _____

Please include all teaching-related activities for the last two academic years.

1. (If applicable) List of MS thesis and doctoral dissertations – chair, committee member (please specify):
2. (If applicable) List of undergraduate research projects supervised (not as part of regular assignments in classes):
3. Other advising and mentoring activities (please include number of advisees/ mentees):
4. Other

A. DISTINGUISHED EDUCATOR AWARD IN OUTREACH

Eligibility: All faculty members and staff in a wood or related discipline at a university, or personnel from the industry or an association (in wood or related discipline) are eligible for the Distinguished Educator Award in Outreach. Specific eligibility criteria include:

- a. The nominated individual must be a current member of SWST.
- b. Nominees must have been working in Extension/outreach area in wood or related disciplines for at least two years.

Selection Criteria (to be considered where applicable): In general, Distinguished Educator nominee for Outreach will excel in the following areas:

- c. Assessing needs of clients/industry.
- d. Engaging with the clients and developing programs to provide solutions.
- e. Exhibiting enthusiasm and vitality in learning and disseminating information.
- f. Interpreting, synthesizing, adapting and conveying knowledge and information through traditional and non-traditional methods.
- g. Demonstrated impact generated through Extension/outreach education activities
- h. (If applicable) Mentorship and supervision of students and/or teaching.

Nomination Process: The SWST Educator Award Committee seeks evidence from a wide variety of sources, including one letter from the individual's supervisor, at least one letter from a colleague, and two letters from current or former clients. While the nomination needs to be approved and submitted by individual's supervisor, anyone may initiate a nomination, including colleagues, clients or students.

Detailed information about the nomination process and forms can be found by clicking on the complete Distinguished Educator Award Guidelines and Procedures for Outreach link on the SWST home page (www.swst.org).

Submission Checklist:

TO BE COMPLETED BY THE NOMINATING SUPERVISOR

Materials should be submitted in English, by email and should include:

- a. Nominating Letter (max 1000 words): Must be from the individual's supervisor. This letter carries a great deal of weight in the nomination. The letter of nomination should explain the nominee's worthiness for the award and highlight key aspects of their work that merit the Award Selection Committee's special attention.
- b. Letters of Support (max 1000 words each): No more than four, including at least two from current and former clients, and at least one from a colleague.
- c. Candidate's Curriculum Vitae (must contain documentation of Extension/Outreach teaching).
- d. Extension Materials and Evaluations: Outreach materials for any one of the Extension activities for which evaluations can be submitted. If these materials are available on a website, simply provide the link.
- e. Any evaluations of non-credit courses taught over the last two years.
- f. Description of nominee's Extension/outreach programs and their impact on stakeholders.

SWST EDUCATOR AWARDS COMMITTEE

1. Committee to review candidates and select winners: SWST will set up a Distinguished Educator Awards Committee (at least 3 members including at least one board liaison) who will screen the nominees for each award and make recommendations to the Board.
2. Deadline: The deadline for nominations is March 1 each year.
3. In the absence of suitable candidates, SWST Educator Awards Committee reserves the right to not offer an award in a given year.