

# **MASTER TEACHERS AT BAYLOR UNIVERSITY**

**(BU-PP 703)**

## **MASTER TEACHER FACULTY**

Master Teacher appointments were created to be the highest honor granted to Baylor faculty members for sustained excellence in teaching at Baylor University. The appointments are based on the profound impacts of faculty members in the classroom and on students' lives as judged by the record of the faculty members' achievements and the observations of the various nominators. Master Teacher appointments are honorary, Baylor lifetime appointments.

## **REPRESENTATIVE ATTRIBUTES DESIRABLE IN MASTER TEACHER NOMINEES**

Faculty members of any rank may be appointed Master Teachers (subject to the length-of-service requirement listed in #3 below). The following list is representative of the types of qualities desired in a Master Teacher:

1. Knowledge and use of effective and engaging pedagogy;
2. Advocacy for teaching and learning, as reflected by characteristics such as:
  - a. Passion for teaching and learning,
  - b. Engagement of students—mentoring undergraduates and/or graduates in research, active learning classes, group work, service learning, and/or community-based learning,
  - c. Impact beyond nominee's own courses—e.g., curricular development, mentoring of other faculty colleagues, publications, presentations, or web resources; and
3. Sustained (minimum ten years at Baylor University) commitment to teaching excellence.

## **NOMINATION PROCEDURE, SELECTION COMMITTEE MAKEUP, AND COMMITTEE ACTION**

1. The Provost shall issue a call for nominations (with a limit of one per nominator) at the beginning of May in years ending in 4 or 9 with a deadline of 5:00 p.m. on the first Friday of the following October. The Provost shall forward all nominations to the Master Teacher Selection Committee by the third Friday of October for preliminary review. Nominations may be made by former students of the nominated faculty member (whether or not the former students are currently enrolled at Baylor) or by current or former staff, faculty, or administrators personally familiar with the nominated faculty member's record of teaching achievements and other contributions to teaching.
2. Each nominator shall assemble a Nomination Dossier consisting of the following and submit it to the Selection Committee:

- a. A current CV, which may be provided to the nominator by the appropriate academic dean; and
- b. Letters of support from the nominator and other individuals familiar with the nominee's teaching.

These materials should shed light on the desired qualities of a Master Teacher, as listed above, by describing the following achievements:

- a. The nominee's length of service at Baylor;
- b. External and/or internal teaching awards;
- c. Peer reviewed, educational research grants and/or publications;
- d. Pedagogical materials developed for use at Baylor or other institutions;
- e. Impact of the nominee's teaching on the achievement of former students; and
- f. The impact of the nominee's teaching activities within the department as effected through mentoring, sharing pedagogical insights, and developing curriculum.

3. The Selection Committee is comprised of:

- a. Two administrators—one from the Provost's Office and one other (dean or vice president), selected by the Executive Council;
- b. Four faculty members—a Master Teacher and three others or two Master Teachers and two others, selected by the Faculty Senate (appointees need not be Senators);
- c. One staff member—selected by the Staff Council; and
- d. Three students (two undergraduates, selected by Student Government, and one postbaccalaureate student selected by the Graduate Student Association).

The committee shall be newly appointed and convened for each single one-year selection process and then disbanded. At the first meeting of the Selection Committee, a simple majority of members present shall elect one of the faculty members as chair. Members of the Selection Committee shall be instructed by the chair regarding the strict confidentiality of information held, discussed, and evaluated in its deliberations.

4. The Selection Committee shall review all nominations, and identify any nominees whom it will include on a short list to be submitted to the Provost and President.
5. The Selection Committee shall evaluate and rank the short list of nominees by applying the set of desirable attributes delineated above to each nominee. The rank-ordered short list will then be forwarded by January 15 to the Provost for submission to the President.
6. The President, in consultation with the Provost, shall use this list as a basis for making the final decision(s) about Master Teacher appointment(s), notifying all appointee(s) by a formal letter and the Selection Committee Chair by e-mail. Following the announcement of new Master Teachers, the chair will send a formal letter to each nominator expressing thanks for his or her nomination.