SUBJECT:  Dr. R. Ferrell Ervin Excellence in Teaching Award

BY-LAW BODY

I.  Purpose
   A.  The purpose of the Dr. R. Ferrell Ervin Excellence in Teaching Award Selection Committee (hereinafter referred to as “ETASC”) is to recognize university faculty members who make a difference in students’ lives through exemplary instructional skills.

II.  Structure
   A.  The ETASC shall be a special committee created under the authority of Student Government.
   B.  The committee shall report directly to the Student Government President.
   C.  The committee shall not be considered a “public governmental body,” and is therefore entitled to maintaining sealed confidential records and holding closed meetings.

III. Officers
   A.  The chairperson of Student Government’s University Affairs committee shall be the chairperson of the ETASC.
       1.  The chairperson shall preside over all meetings and ensure that proper parliamentary procedure is employed, and that the committee adheres to all policies.
2. The chairperson shall solicit nominations from the student body for two (2) Dr. R. Ferrell Ervin Excellence in Teaching Award winners beginning at the start of the Spring Semester.
   a. The members of the University Affairs Committee will assist the chairperson in obtaining nominations.
3. All Faculty nominations must be received by the Student Government Administrative Assistant by 5:00 PM the last Thursday before Spring Break.
4. The chairperson shall set the schedule of committee meetings to accomplish the selection process.
5. The chairperson shall not vote except in the case of a tie.

B. The ETASC will be responsible for keeping and filing accurate meeting minutes.
   1. These recorded minutes shall be kept by the ETASC committee chair and must be filed with the Student Government Administrative Assistant by the end of the spring semester.
   2. These files must be marked “Confidential”.

IV. Membership
   A. All members of the ETASC shall be appointed by the Student Government President, with the advice and consent of the Student Government Senate.
   B. All members must have completed at least fifteen (15) hours of coursework at Southeast Missouri State University at the time they submit an application.
   C. All members must remain in good academic and judicial standing throughout their term. Failure to maintain good standing shall result in immediate termination from the committee.
   D. No member, except for the Student Government University Affairs committee chairperson and the Student Government President, shall be a voting or nonvoting member of Student Government during his or her term on the ETASC.
   E. The Student Government President shall solicit applications for membership in the ETASC during the spring semester of each year following the implementation of this program.
   F. Applications for membership must be returned to the Student Government Administrative Assistant by 5:00PM on the Thursday before Spring Break.
   G. The University Affairs Committee shall review all applications the Monday following Spring Break, and make recommendations for membership to the Student Government President on that day.
   H. There shall be a maximum of eight members on the committee, with at least five members coming from different academic colleges or schools within the university at the time of their appointment.
   I. The college which the committee chairperson is affiliated with is not counted for meeting requirements of this selection.
   J. Members shall be selected during the spring semester and serve a one semester term.
K. All members must attend all meetings unless an emergency precludes from them doing so. Failure to attend meetings shall result in the immediate termination from the committee.
   1. Members shall notify the committee chairperson as soon as possible if an emergency precludes them from attending a scheduled meeting.
   2. The Student Government President, in consultation with the committee chairperson, shall have the power to terminate a member for failure to attend meetings.

L. Any member who breaks the confidentiality of the deliberations or records of the committee shall be immediately terminated.
   1. The Student Government President, in consultation with the committee chairperson, shall have the power to terminate a member for failure to maintain confidentiality.

M. If a committee member is terminated due to any of the aforementioned reasons, a new member from the same academic college must be appointed by the Student Government President with the advice and consent of the Student Government Senate.

N. The Student Government President shall be an ex-officio, nonvoting member of the committee.

V. Committee Powers
   A. The committee has the authority, with the advice and consent of the Student Government Executive Committee, to select up to two university faculty members to be recognized with the Dr. R. Ferrell Ervin Excellence in Teaching Award each year.

VI. Committee Procedure
   A. All committee meetings shall be closed to any individual who is not a member of the committee.
   B. Following the nomination deadline, the committee shall meet at least one time to select the award winners.
   C. The committee shall not select any faculty member who has not attained the rank of assistant, associate, or full professor.
   D. Members of this committee may not submit faculty nominations.
   E. The committee must give weight in their deliberations to the following factors. The committee must use its own judgment in determining applicability of these factors.
      1. Instructional ability.
      2. Ability to communicate effectively.
      3. Ability to relate to students.
      4. Use of instructional technology to enhance lessons and class administration.
      5. Approachability.
      6. Availability outside of the classroom (i.e. office hours)
      7. Involvement with our sponsorship of student organizations.
   F. The committee shall select the award winners by secret ballot, and the two candidates with the largest number of votes shall be the winners.
G. By April 5th, the committee shall submit, confidentially, to the Student Government President, the names of the two faculty members who have been selected.

H. After receiving the names of the two selected faculty members, the President shall forward those names to the university’s Provost to ensure that the selected individuals are in good standing with the university.

I. At the next Student Government Executive Committee meeting, the names of the selected faculty members shall be submitted to the Executive Committee for their approval by a majority vote.
   1. All members of the Executive Committee shall hold the discussion and the vote in the strictest confidence.
   2. The Executive Committee does not have the authority to modify the selection, or reject any one selected member. Only a rejection or approval may be chosen.
   3. If the Executive Committee chooses to reject the selections, the SCASC ETASC must modify and re-submit its selections for the award.

J. Following final approval, the committee chairperson shall make arrangements for plaques, photographs or other recognitions as approved by the Student Government Executive Committee.
   1. The approved recognition items shall be presented at the Student Government’s annual banquet.
   2. The Student Government Executive Committee may also determine a fitting location for public display of approved recognition items.