

MIAMI DADE COLLEGE
Checklist for
Faculty Applying for Endowed Teaching Chair
2017-2018

The Endowed Teaching Chair (ETC) portfolio must be submitted to the chairperson no later than **4:30 p.m. on March 1, 2018**, and include:

The statement of eligibility for a restricted chair, if required.

A narrative of no more than 15 pages (one-sided, double spaced, font size 12) and no more than 15 pages of documentation presenting evidence of excellent performance based upon the Statement of Faculty Excellence

Copy of Official Transcript(s): The portfolio should include copies of official transcript(s); however, applicants must complete the required credits by the end of the academic year in which the application for the ETC was submitted. Official transcript(s) must be on file in Human Resources

Copies of performance reviews, self-assessments, and student feedback for no more than the prior 6 and no fewer than the prior 3 years. For those ETC recipients applying for a subsequent ETC, all information included in the portfolio must cover dates and information since the award of the previous ETC.

Performance Reviews

2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017

Self-Assessments

2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017

Student Feedback (all sections using college instrument)

For each semester of feedback, include a schedule from Academic Resources for that term.

2012-1 Term
2013-1 Term
2014-1 Term
2015-1 Term
Fall 2016 (MDConnect Term 2167)
Fall 2017 (MDConnect Term 2177)

Qualifications

Time Requirement: Complete 6 years of full-time faculty status at MDC, the last three years must be consecutive

Advanced Education: Successful completion of **at least 6 graduate credits* from an accredited institution within the three years preceding an ETC application or a previous ETC Award.**

*Exception to graduate credits may include non-graduate credits, continuing education units, or other professional training appropriate to the advancement of the discipline/department and approved in advance by the Academic Dean using the Exception to Graduate Credit for Promotion and/or Endowed Teaching Chair form with the understanding that exceptions to graduate credits for promotion and/or ETC will be subject to a more stringent evaluation than those for Faculty Professional Development.

Previous Awards: Faculty who were previously awarded an ETC are ineligible to be considered for one year following the end of the previous three-year award.