

**DIN:** 4020-1-03  
**Title of Policy:** Awards for Excellence

**Policy**

Through Awards for Excellence grants, Northwest Technical College seeks to encourage and reward faculty who pursue innovative projects to improve curriculum and instruction. Awards will be made to faculty whose proposals have been approved by the Awards for Excellence Committee and whose satisfactorily completed projects have been recommended to and approved by the President for payment.

**Purpose**

To reward faculty innovation and excellence.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Faculty	Submit Awards for Excellence proposals to Awards for Excellence Committee, following the approved Applying for Awards for Excellence process (4020-2-03) and using the approved Awards for Excellence Proposal form (4020-4-03). Complete approved projects and submit the required report to the committee.
Dean of Academic and Co-Curricular Affairs	Review and sign faculty requests that appear to meet the criteria for Awards for Excellence. Provide assistance and/or advice to faculty regarding the proposal, upon request.
Awards for Excellence Committee	Receive, review and make recommendations for approval or non-approval to the President. Provide feedback to faculty regarding proposals that did not receive the Committee's recommendation. Submit proposals and completed project reports to President for action, providing a recommendation from the Committee.
President or Designee	Approve or deny requests for project approval and for Awards for Excellence payment upon completion of approved projects. The President will thoughtfully consider the Committee's recommendations but is free to make a determination. Rationale will be provided when a decision is contrary to the Committee's recommendation. Inform applicants of the decision.
Awards for Excellence Chair	Inform applicants of the disposition of their proposals.

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Approved: Dr. Quistgaard	Date: 3-20-07	Check here if policy should appear in student handbook:	<input type="checkbox"/>

**Supporting References**

Listed below are college document(s) that support this policy:

- 4020-1-01 Professional Development policy
- 4020-2-02 Applying for Awards for Excellence process
- 4020-4-03 Awards for Excellence Proposal form

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MSCF Contract, Article 13, Section 5. Awards for Excellence

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