Office of the **Provost**
102 Osborne Administration Building
www.sc.edu/provost • provost@sc.edu • 803.777.2808

2018 GARNET APPLE AWARD COMMITTEE GUIDELINES

RESPONSIBILITIES

The Garnet Apple Award Committee evaluates nominations for the award. Up to six full-time faculty members (tenure-track and non-tenure track are eligible) may be awarded a Garnet Apple. Through the Center for Teaching Excellence (CTE), the committee makes award recommendations to the Office of the Provost, and provides feedback to improve the award guidelines, criteria and selection processes. The Provost will make final award decisions based on committee recommendations and other relevant information.

COMMITTEE MEMBERSHIP

Members of the committee serve at the pleasure of the Provost for a term of two award cycles, after which they will rotate off for at least one award cycle. Members of the committee are selected by recommendation from the CTE Director, and subject to approval by the Provost. The CTE Director, or his/her designee, will chair the committee composed of full-time faculty members, reflecting a variety of disciplines and campuses and types of appointments. The committee may also include one member outside the USC faculty who has a distinguished record of commitment to and/or knowledge of teaching innovation.

AWARD EVALUATIONS AND COMMITTEE MEETINGS

Committee members will review and evaluate all award nominations using the award criteria. If the committee chooses to schedule interviews, committee members will participate live or via technology. If a committee member is unable to attend a meeting, he or she should notify the committee chair in advance, and submit his or her evaluation of the nominees for other committee members' consideration. Committee members unable to attend meetings in person may join via electronic means. Committee members will not disclose committee business, nomination materials, evaluation forms or discuss committee deliberations with anyone outside of the committee, the provost or his/her designee.

EXCEPTIONS

1. The term limitation of two award cycles will not apply to the person in the role of CTE director.
2. Committee members are not eligible to be nominated or to nominate for the Garnet Apple Award while serving on the committee.
3. Committee members must notify the committee chair and recuse themselves from the evaluating process for an award when there is a conflict of interest.

For questions regarding this award, contact Aisha Haynes in the Center for Teaching Excellence at **aishahaynes@sc.edu** or 803-777-8322.

UNIVERSITY OF SOUTH CAROLINA