



2025 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 professional track are eligible) may be awarded a Garnet Apple. The committee makes award recommendations to the Center for Teaching Excellence (CTE), and provides feedback to improve the award guidelines, criteria and selection processes. The CTE Director will make final award decisions based on committee recommendations and other relevant information.

Committee Membership

Members of the committee serve 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. The CTE Director, or their 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, they should notify the committee chair in advance, and submit their evaluation of the nominees for other committee members' consideration. Committee members will not disclose committee business, nomination materials, evaluation forms or discuss committee deliberations with anyone outside of the committee.

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.