

COMMUNITY COLLEGE OF DENVER

Title: Last Lecture

Guideline #: PO – 11

Approved: April 25, 2015
July 13, 2015
August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To recognize, honor and present a retiring Community College of Denver (College) faculty member with the President's Retiring Faculty Award.

2. APPLICABILITY

These guidelines apply to retiring faculty members of the College who meet the criteria listed below.

3. GUIDELINES

The President's Retiring Faculty Award will be awarded to a retiring faculty member whose overall teaching tenure record with the College exemplifies excellence in the classroom, commitment to student learning and success, and commitment to the College and its community.

The College President will choose the faculty member to be awarded the President's Retiring Faculty Award with input from the Nominating Committee (Committee). The awardee must meet the criteria set forth below and will be given a plaque and a monetary award. The Community College of Denver Foundation (Foundation), in consultation with the College President, will determine the monetary award each year. The monetary award may change each year based on the Foundation's funding capability.

The awardee will address the College community at a College-wide event as identified by the College President.

In the case where retiring full-time faculty do not meet the criteria listed below or no faculty are retiring, then the President's Retiring Faculty Award will not be presented in that year.

4. Criteria:

Eligible faculty members for the President's Retiring Faculty Award must meet the following criteria:

- Must have a minimum of ten (10) consecutive years of full-time teaching service at the College.
- Must be recognized by peers and students throughout their teaching career as an outstanding College faculty member.
- Must have a positive reputation for teaching from the perspectives of students, colleagues, and alumni.
- Must be verifiable evidence of service to the College community.

5. Nominating Committee

The Committee is responsible for reviewing nominations and providing their recommendation to the College President as to who should receive the President's Retiring Faculty Award.

The Committee's timeline is as follows:

- By September 30th – All Committee members must be identified.
- By December 31st – Faculty must have notified the Human Resource Director of their intent to retire at the end of the current academic year.
- By January 15th – The Human Resource Director will notify the campus community and request nominations.
- February 15th – Deadline for nominations. Nomination received after February 15th will not be considered.
- March 15th – The Committee will forward to the College President the following:
 - The names of all eligible faculty.
 - The overall ranking of each nominated faculty.
 - The nomination narrative.
 - The recommended recipient.

6. Nominating Committee Members

The nominating committee will be comprised of the following individuals:

- Provost – Will always serve as Chairperson of the committee
- Faculty Council Chair
- Human Resource Director
- Foundation Director

- Student Services Representative – Selected by the Vice President of Enrollment Administration and Student Success
- One Academic Dean
- One Department Chair

The academic dean and department chair will be selected by a simple majority of the five (5) remaining committee members. The academic dean, department chair, and Faculty Council Chair must represent different Academic Centers.

The academic dean, department chair and student services representative may not serve consecutive terms.