

Dean's Policy and Operating Memorandum 05-06

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
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MADN-CTE

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Memorandum No. 05-06

APGAR AWARD FOR EXCELLENCE IN TEACHING

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1. **Purpose.** This memorandum sets forth policy governing the administration of the Apgar Award for Excellence in Teaching.

2. **Applicability.** These policies and procedures apply to all who provide instruction for cadets at the USMA.

3. **Policy.** The Apgar Award shall be administered in accord with the agreement between the donor, Mr. Mahlon Apgar IV, and the USMA, as follows:

a. **Purpose:** This award has been established to recognize, encourage, and reward faculty members at the Academy by supporting teaching projects that improve cadet learning.

b. **Nature of the Award:** Donated by Mr. Mahlon Apgar IV, this modest cash award is presented along with a tangible memento of the recipient's accomplishment. The recipient's name is also added to the bronze Apgar Award plaque that lists all recipients.

c. **Eligibility:** Military and civilian faculty members who have taught at the Academy for one year or more are eligible for this Award. Preference will be given to junior faculty members whose projects show promise for affecting the largest number of learners and who have demonstrated promise as outstanding teachers, both in their impact on students in and out of the classroom and in their contributions to the art and methods of teaching.

d. Selection Criteria: Three criteria of special relevance to the Award's purpose, the Academy's educational needs, and the donor's interests will be used in evaluating candidates' proposed projects:

(1) the faculty member's contribution and commitment to developing and/or applying innovative concepts and methods of teaching that expand the cadet's horizons and their potential contributions as leaders and Army officers [*Note that although awards can be made for projects in development that show excellent promise, preference will be given to those projects that have been implemented and can demonstrate impact on cadet learning.*]

(2) the faculty member's commitment to new teaching pedagogy and skill development among teaching peers;

(3) the project's effectiveness in contributing to leader development—with special emphasis on developing integrity, responsibility, and creativity. [*Note that the project may emphasize one or more of the criteria but need not address all three to be viable*]

e. Selection Procedure: The Superintendent will select each Award recipient, based on a nomination from the Dean of the Academic Board. The members of the Center for Teaching Excellence (CTE) Advisory Committee (representing all academic departments, Director of Military Instruction and Director of Physical Education) will serve as the preliminary selection committee and make recommendations to the Dean based on nominations received by the Committee.

The suspense for nominations will be in the spring semester and will be identified and published by the CTE during each fall semester. An effort will be made to schedule the selection process so that the award can be announced at the annual Academic Luncheon in May. The award will be conferred by the Superintendent at the Academic Convocation that begins the Fall term.

The nomination packet will contain the following information:

Name of nominee

Academic rank

Department

Description of the Project (Description should indicate how project fulfills selection criteria and emphasizes impact on learning—either assessed through implementation or assumed from a citation of the literature on teaching and learning.)

Needs (The monetary award is intended to support the project. Needs can be materials for additional development—e.g., purchase of software or other media; supplies or

equipment—or travel for presentation of the project to suitable audiences; a formal conference acceptance is not needed, simply the intention to pursue presentation. Please note that “needs” are not a consideration in selecting the recipient but are a means for identifying potential resources for all nominated projects.)

Endorsement of Department Head (This is intended to certify the value of the proposed project in relation to the department’s mission and discipline. While this endorsement is required, additional endorsements may be appropriately appended (e.g., from members of other departments who consider the project useful for their programs.)

4. **Responsibilities:** The CTE has the primary responsibility for coordinating the annual selection of the Apgar Award recipient. The CTE will set and announce the suspense date for award nominations; insure that selection committee members receive copies of nominations for review prior to the selection meeting, convene the committee for the selection, seek approval for the committee’s choice from the Dean and the Superintendent, and arrange for the award itself—i.e., the monetary distribution as well as the memento and addition to the Apgar plaque.

5. **Proponent.** The proponent for this Dean’s Policy and Operating Memorandum is the Center for Teaching Excellence, Office of the Dean (MADN-CTE), x7947.


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Dean of the Academic Board