



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.118~~5~~6

DIVISION: Academic Affairs

TITLE: Faculty / University Awards

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### I. Purpose and Scope

This policy lists the various university- and college-level awards for full-time and part-time faculty, and outlines the procedures for nomination, selection and recognition.

### II. Policy

The following set of awards are covered by this policy.

#### A. Full-Time Faculty Awards

1. Categories for university/college awards for full-time faculty shall be as follows: Teaching, Research / Creativity, ~~Public~~ Service, and Student Advisement. **Criteria for awards selection may be viewed in Appendix C of this policy.**
2. Each College may select an award recipient in each of the four areas, with the exception of the University Libraries, which may select two awardees, one in Research / Creativity and one in ~~Public~~ Service.
3. The college awardees become the finalists for the university-wide awards in each of the four areas.

#### B. Part-Time Instructor Awards

1. Annually, each college ~~and regional campus~~ will select a part-time faculty member who has made outstanding contributions to teaching. **Criteria for this award selection may be viewed in Appendix C of this policy.** ~~Each of these individuals shall receive a plaque and a cash award jointly funded by the colleges/regional campus and the Office of the Provost.—~~ **\*\*\*Note this language was moved to Section III.A.5.**

2. The following number of individuals in each of the respective colleges/units may be recognized each year:

Education and Behavioral Sciences	1
Gordon Ford College of Business	1
Health and Human Services	1
Ogden College of Science and Engineering	1
Potter College of Arts and Letters	1
<del>University College</del>	<del>1</del>
<del>Regional Campuses</del>	<del>1 at each campus</del>

3. One of these Part-Time Instructor Award recipients shall be selected for a University award using the same process indicated in Section III.B.1, and the recipient of the Part-time Faculty University Award shall be recognized as indicated in Section III.B.2.

### C. Eligibility for Awards

1. Nominees for full-time awards shall hold regular appointments at the University at the rank of instructor or higher.
2. Faculty members awarded a University Award in a given year ARE NOT eligible for re-nomination in the SAME CATEGORY for a 5 year period.
3. Any faculty member previously nominated who did not win a University Award in a given category will be eligible for re-nomination.
4. No consideration will be given to age, sex, race, national origin, religion, financial need, rank, or duration of service.
5. Although all criteria are pertinent, an individual need not necessarily meet all the qualifications.
6. Each nomination must be for a single individual; joint or team nominations are not accepted. *\*\*\*Note: this information was formerly contained in the 'Criteria for Eligibility' documents housed separately on the Office of the Provost/Academic Affairs website.*

## III. Procedure

### A. College Awards

1. Criteria for ~~eligibility and~~ selection in each category ~~is available in Appendix C of this policy will be distributed to the colleges and made available on the Academic Affairs website.~~ is available in Appendix C of this policy.
2. Nominations for college awards will be solicited each year from the university community (faculty, staff, and students) as well as from alumni and the general public. The Office of the Provost will announce the opening of the nomination period, and will collect the nominations and forward them to the respective colleges for review.
3. Materials submitted in respect of all nominations for awards must be submitted in electronic format according to the timeline in ~~the~~ Appendix A utilizing the format outlined in Appendix B of this policy.

4. A faculty advisory committee in each College will make the selections from among the nominations received in that College.
5. Recipients of college awards in all five categories will be recognized at a campus reception ~~and at a dinner~~ to be held in the late Spring semester, and will receive a monetary award **funded by the colleges and the Office of the Provost**.

#### B. University Awards

1. Selection of recipients for each University Award will be made by a separate committee for each of the award categories. Each such committee will be chaired by a representative from the Office of the Provost and will include in its membership at least two University Distinguished Professors **or one former award recipient and one University Distinguished Professor** and at least one student.
2. Recipients of the University Awards **will receive a monetary award and** be publicly recognized **during the Spring semester.** ~~at Commencement, and will receive an engraved award and a cash award during formal recognition ceremonies at the Faculty Convocation at the beginning of the following academic year~~

#### IV. Related Policies

#### V. Reason for Revision

##### **September 2011**

New policy created by combining two existing guideline documents.  
Timeline and requirement for electronic submission format added

##### **September 2014**

Appendix changed to reflect Faculty Handbook policy on due dates

##### **September 2015**

Policy changed to incorporate Part-Time Faculty Awards at the University level.

##### **March 2020**

**Policy revisions reflect changes in University structure, nomination/selection timeline and awards presentation venue. Additionally, the 'Criteria and Eligibility' guidelines and 'Documentation/portfolio' guidelines formerly posted separately on the Office of the Provost/Academic Affairs website are now included in the appendices.**

Appendix A - Selection Process Timeline

(due date is first working day on or after date shown)

<del>October 25</del> September 10	Call for nominations
<del>November 15</del> October 1	Nominations due to <del>Academic Affairs</del> the Office of the Provost
<del>November 20</del> October 15	<del>Academic Affairs</del> Office of the Provost notifies deans of college nominees
<del>November 30</del> October 25	Deans notify college nominees
<del>January 31</del> January 3	Nominees' documentation (in electronic form) due in dean's office
February 28 1	Reviews by the Faculty Advisory Committee due in dean's office
<del>March 15</del> February 15	Names and supporting materials for College award winners due in <del>Academic Affairs</del> to the Office of the Provost
February 28	Associate Provost for Faculty and Academic Excellence establishes/convenes University Awards Selection Committees
March 24 15	<del>Academic Affairs</del> Office of the Provost sends materials to University Award Selection Committees
<del>April (TBD)</del> March 16 – 31	University Award Subcommittee Meetings
April (TBD)	Reception for College Award Winners
April	<del>Faculty</del> University Awards Recognition Dinner
August	<del>University awards presented at Convocation</del>

## Appendix B - Faculty Award Documentation Guidelines

### **Faculty Award nominees must prepare their portfolios in electronic format.**

Electronic portfolios are a creative means of organizing, summarizing, and sharing artifacts, information, and ideas about teaching and/or learning, along with personal and professional service, and research activities.

Convert all attached artifacts to a PDF so that the potential reader(s) will not need to use specific software to read the portfolio. Video files may be referenced using a hyperlink to YouTube or other video sharing sites.

Create an Introduction page, which should contain an overview of the portfolio. It serves as a “letter to the reader” and provides an explanation of the overall goals of the portfolio. Provide links to other pages developed in the portfolio. Advertise this Introduction page as the initial access point in your portfolio.

The **electronic** portfolio should ~~be submitted electronically~~ containing no more than ~~thirty-five (35)~~ **twenty (20)** pages, **including which includes:** cover page and text. In addition, please include a **current professional vita (up to 10 pages)**. Please do not exceed page limits; the selection committee will consider only a maximum of ~~45~~ **30** pages (~~35~~ **20** pages of text and up to a 10 page vita). **The portfolio must be submitted electronically.**

#### General Format:

1. Cover Page with the nominee’s name, title, award category, department, ~~and~~ college, campus address, phone number, and e-mail address.
2. Table of Contents (optional).
3. Nomination form and letter (if available).
4. Personal statement (up to 3 pages), as appropriate, of:
  - teaching philosophy, goals, and practices;
  - service philosophy, goals, and practices;
  - research/creative activity philosophy, goals, and practices; or
  - student advising philosophy, goals, and practices.
5. Current Professional VITA (up to 10 pages).
6. Up to five letters of support from such sources as colleagues, current or past students, alumni, or community members.
7. Supporting materials, including any information that addresses the specific criteria for selection (see faculty award criteria for selection).
  - a. Possible items for Teaching Award Packets:
    - Syllabus of Current Academic Year Classes
    - Student Evaluations within the past 5 years; **other evidence of** impact on students.

- b. Possible items for Service Award Packets:
- Description of Service Project(s) conducted in the past 5 years
  - Information/Notes showing the impact of results of the project(s).
- Note: The University Award Selection Committee has requested that consulting/ service activities for which the faculty member received payment be so noted
- c. Possible items for Research/Creativity Award Packets:
- Listing and/or abstracts of published articles within the last 5 years.
  - Description of current research or samples of current creative works; significance of work.
- d. Possible items for Student Advising Award Packets:
- Evidence of accessibility to students and demonstration of an interest in fostering the academic and personal development of individual students.
  - Information demonstrating participation in programs/activities that create a sense of community among students and faculty (e.g. freshman seminar, honors program, departmental clubs, student organizations, learning communities, and faculty mentoring.)

## Appendix C - Faculty Award Criteria for Selection

### **Faculty Award for Teaching**

**Criteria for Selection:** This award will be given in recognition of the recipient's teaching excellence as evidenced by effectiveness and ability to motivate and inspire students in the classroom and outside the classroom.

#### **The recipient of the award should:**

- Consistently demonstrate superior teaching, evidenced by
  - comprehensive knowledge of his/her field
  - organization and presentation of subject matter
  - stimulation of student thinking and development of student understanding
  - arousal of student interest, and
  - demonstration of resourcefulness;
- Typify the highest ideals of pedagogy scholarship;
- Exemplify the qualities of unselfishness altruism, integrity, and humane outlook;
- Demonstrate an interest in fostering the intellectual growth of each student;
- Stimulate and promote student scholarship;
- Contribute to the advancement of their his-or-her scholarly discipline;
- Be active in professional associations and learned societies and disseminate current knowledge to students;
- Earnestly seek intellectual and professional growth, both as a member of a specialized discipline and as a participant in the academic affairs of the University;
- Contribute to the institutional welfare of the University.

### **Faculty Award for Research and Creativity**

**Criteria for Selection:** This award will be given in recognition of outstanding contributions in a field of (1) basic or applied research, (2) creative production, or (3) other scholarly achievements.

#### **The recipient of the award should:**

- Achieve recognition among colleagues in the discipline for productive research or creative work;
- Make a concerted effort toward the advancement of his or her scholarly discipline;
- Typify the highest ideals of scholarship;
- Earnestly seek intellectual and professional growth, both as a member of a specialized discipline and as a participant in the academic affairs of the University;
- Demonstrate an interest in fostering the intellectual growth of students;
- Stimulate and promote student scholarship;
- Be active in professional associations and learned societies and disseminate current knowledge to students;
- Exemplify the qualities of unselfishness altruism, integrity, and humane outlook;
- Contribute to the institutional welfare of the University.

## Faculty Award for Service

Criteria for Selection: This award will be given to a faculty member for distinguished service to the university, college or community. Service to the university could reflect outstanding leadership in faculty governance; initiation of new services that positively impact students, faculty, or staff; or administrative work to advance the mission of the department, college, and/or university. Of equal consideration is public service to the community such as service to public and professional organizations and the application of knowledge to the resolution of public problems.

### The recipient of the award should:

- Achieve recognition among colleagues for effective productivity in service;
- Typify by individual professional activities the ideals of academic excellence;
- For community service, bring recognition to the university from non-university clients who have benefited from the service performed;
- Contribute to the reputation of the department/school, the college, and the university;
- Integrate the service into the individual's total professional development in the academic discipline and as a member of a community of scholars;
- Exemplify by individual professional and personal actions, qualities of unselfishness altruism, integrity, and humane outlook;
- Contribute to the institutional welfare of the university.

## Faculty Award for Student Advisement

Criteria for Selection: This award will be given to a faculty member in recognition of excellence in advising as evidenced by extensive and effective support of student development in school and broader life contexts.

### The recipient of the award should:

- Achieve recognition among students and colleagues for effective advising;
- Demonstrate an interest in fostering the academic and personal development of individual students;
- Be accessible to students and demonstrate proactive and innovative methods of advising;
- Demonstrate and share knowledge of university, college, department and community programs and resources;
- Engage in developmental advising (career and life planning) in addition to course scheduling;
- Participate in programs/activities that create a sense of community among students and faculty (e.g., freshman seminar, honors program, departmental clubs, student organizations, learning communities, and faculty mentoring);
- Participate in activities that enhance personal and collegial advising skills;
- Exemplify the qualities of unselfishness altruism, integrity, and humane outlook;
- Contribute to the institutional welfare of the University.



## **Faculty Award for Part-time Teaching**

Criteria for Selection: This award will be given in recognition of the recipient's teaching excellence as evidenced by effectiveness and ability to motivate and inspire students in the classroom.

### **The recipient of the award should:**

- Consistently demonstrate superior teaching, evidenced by
  - a comprehensive knowledge of his/her field
  - organization and presentation of subject matter
  - stimulation of student thinking and development of student understanding
  - arousal of student interest
  - and demonstration of resourcefulness;
- Typify the highest ideals of pedagogy scholarship;
- Exemplify the qualities of unselfishness altruism, integrity, and humane outlook;
- Demonstrate an interest in fostering the intellectual growth of each student.