

03-08

June 13, 2003

Policy on Faculty Awards

This policy was recommended by the Academic Senate on February 27, 2003 and approved by the President on May 12, 2003. (This Policy Statement supersedes Academic Procedures AS-719-98/FPPC and AS 716-98/FPPC, current Council and Committee charges and University Practice)

1.0 Introduction.

California State University, Long Beach recognizes and honors faculty of the University for their teaching excellence, their scholarly and creative achievements, and their service and leadership. The recipients of these awards are those individuals who have shown exceptional performance in these areas. The recipients of the awards shall be publicly recognized at the university's fall convocation. Each award has its own administrative procedures governing the nomination and selection processes.

2.0 Administration.

2.1 The Faculty Personnel Policies Council (FPPC) will develop, recommend, and review the Policy on Faculty Awards. Policies regarding awards will be reviewed by the FPPC three to five years from the date of first use.

2.2 A University Awards Committee, a FPPC subcommittee, will select recipients of four major awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award, the Distinguished Faculty Scholarly and Creative Achievement Award, and the Distinguished Faculty Teaching Award. The University Awards Committee will also be responsible for other awards as designated by the Academic Senate.

2.3 The University Awards Committee shall be comprised of seven (7) members:

. The Academic Senate Committee on Committees shall choose five (5) individuals from among the past recipients of the four awards. Equitable representation from colleges is recommended.

. One (1) member shall be selected by the University Scholarly and Creative Activities Committee from its current members; and

. One (1) member shall be selected by the FPPC from its current members.

Members of the University Awards Committee shall serve staggered two year terms.

3.0 Awards and Procedure.

3.1 Eligibility: Each award has unique eligibility criteria. Unless otherwise specified, any faculty member, who is not retired is eligible. Retirement during the academic year does not forfeit eligibility for that year.

3.2 Call for Nomination: The Chair of the Academic Senate, working with the Provost's Office, will make a call to the entire campus community soliciting nominations for each of the awards. The procedure for application, the criteria for each award and suggestions for meeting those criteria, application cover sheets, and the application deadlines will be posted on the Academic Senate web site.

3.3 Award Timetable:

Announcement and call for awards; solicitation of nominations on or before October 15th

Nominations are due 1st Monday in December

Supporting materials are submitted by nominees who accept their nomination 2nd Monday in February

College recommendations 1st Monday in March

Awards Committee Decision - Outstanding Professor 1st Monday in March

Awards Committee Decision - Hardeman Award 1st Monday in March

Announcement of all Faculty Awards on or before April 15th

3.4 Annual Award: In any year, the University Awards Committee may choose not to grant an award in any or all categories.

4.0 OUTSTANDING PROFESSOR AWARD

4.1 Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward, and publicly acknowledge outstanding professorial performance. This award is the only award that recognizes excellence in all three of the following areas: instruction and instructionally related activities, scholarly and creative activities, and professional service. There are no more than three awards granted annually.

4.2 Eligibility: Eligible candidates for the award are tenured at the Associate level or above, or equivalent rank. A significant portion of the nominee's accomplishments must have been achieved while a faculty member at California State University, Long Beach. Past recipients of the Outstanding Professor Award at this University are not eligible for this award.

4.3 Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be due at the Academic Senate Office no later than the first Monday in December.

4.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions, must be demonstrated in each area of professional responsibility: instruction and instructionally-related activities, scholarly and creative activities and professional service. Examples of these accomplishments may be found within the application packet Appendix A1.

4.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate Office that addresses the award criteria on or before the second Monday of February (See Appendix A1 and A2). Nominees should submit:

- . A completed Application Form;
- . A 3- to 5-page summary statement highlighting the nominee's accomplishments in all three categories: teaching, scholarship, and service;
- . A current curriculum vitae;
- . One set of exemplary teaching materials;
- . One recent exemplar of scholarly/creative activity

4.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate on or before the first Monday in March. The selection of the award winner(s) shall be announced on or before April 15th.

5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD

5.1 Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982, is designed to encourage, reward, and publicly acknowledge sustained excellence in scholarly and creative achievement by members of the University's faculty. The award recognizes excellence in the visual and performing arts, in the publication of scholarly work, in the completion of research and sponsored projects, and in the development of new and innovative ideas in research and problem solving.

5.2 Eligibility: Eligible candidates for the award are tenured at the Associate level or above, or equivalent rank. The award is based on a candidate's achievements while a faculty member of California State University, Long Beach. A period of ten years must have elapsed before a past recipient of this award is eligible for it again.

5.3 Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievement Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office on or before the first Monday in December.

5.4 Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be demonstrated. Examples of scholarly and creative accomplishments may be found within the application packet Appendix B1.

5.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Dean of their college on or before the second Monday in February. Materials needed for submission include:

- . A completed Application Form;
- . A 3 to 5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation to the award criteria;
- . A current curriculum vitae; and
- . Up to 5 exemplars of scholarly and creative achievements.

5.6 Review and Ranking by the College Awards Committee: All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate by the first Monday in March.

5.7 College Awards Committee: The membership and the selection of a College's Award Committee will be determined by the Faculty Council of that College.

5.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced on or before April 15th.

6.0 DISTINGUISHED FACULTY TEACHING AWARD

6.1 Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage, reward, and publicly acknowledge sustained excellence in teaching by members of the University's faculty, including tenured and probationary faculty, lecturers and librarians.

6.2 Eligibility: Eligible candidates for the award are all faculty. Nominees must have been employed by the University for a minimum of five years. To be considered, nominees must have completed a minimum of 90 teaching units or an equivalent assignment relative to the University's instructional mission. A period of 10 years must elapse before a recipient is again eligible for this award.

6.3 Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office on or before the first Monday in December.

6.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution must be demonstrated in instruction and instructionally-related activities. Nominees shall be evaluated on submitted materials that explain their pedagogical approaches and methods, their professional growth in teaching, and their contributions to student learning and development. Examples can be found in the application packet appendix C1.

6.5 Submission: Nominees for this award are notified of the nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Dean of the College on or before the second Monday in February. Materials needed for submission include:

- . A completed Application Form,
- . A 3- to 5-page summary statement by the nominee highlighting his/her teaching in relation to the award criteria;
- . A current curriculum vitae;
- . From one class, chosen and currently taught by the nominee:

- . Class syllabus;
- . All materials used to assess student learning;
- . A complete set of course supplementary instructional materials.
- . A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of 3;
- . Up to a total of five letters of support addressing the quality of instruction of the nominee from faculty, students, and/or other sources; and
- . Summary report of Student Evaluations of Instructor for all classes that were evaluated for the last 5 years.

6.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office by the first Monday in March.

6.7 See 5.7 for information concerning the College Awards Committee.

6.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced on or before April 15th.

7.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD

7.1 Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge publicly and reward significant contributions to the principle and practice of shared governance at California State University, Long Beach. The award shall be presented to the recipient at a scheduled Academic Senate meeting before the end of the spring semester. There is only one award granted annually.

7.11 History: This award was first presented in 1989. In 1991-92, based on an Academic Senate Resolution, it was renamed the Nicholas Perkins Hardeman Academic Leadership Award. Since 1993-94 the award has been given on behalf of the Presidents' Associates, since funds from the endowment given by the anonymous donor were no longer available.

7.2 Eligibility. All faculty, including emeriti faculty (within 5 years of the date of retirement), with the exception of previous award recipients, are eligible. Nominees must have been employed by the University for a minimum of five years.

7.3 Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominators may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office no later than the first Monday in December.

7.4 Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership. Examples can be found the application packet Appendix D1.

7.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office on or before the second Monday in February. Material should include:

- . A completed Application Form;
- . A current curriculum vitae;
- . A 3 to 5 page summary statement by the nominee highlighting contributions relevant to the award criteria; and
- . Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty, students, administrators, and outside references.

7.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The Council shall consider quality and uniqueness of contributions, not merely quantity of service. The name of the award recipient shall be forwarded to the Executive Committee of the Academic Senate on or before the first Monday in March. The selection of the award winner shall be announced by the Chair of the Academic Senate on or before April 15th.

EFFECTIVE: Fall 2003

Appendix B2:

**Application Form for the
DISTINGUISHED FACULTY
SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD**

Information:

Name: _____

Department: _____ College: _____

Phone No. _____ Email: _____

Checklist of materials submitted:

- A completed Application Form
- A 3-5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation to the award criteria
- A current curriculum vitae
- Up to 5 documented exemplars of scholarly and creative accomplishments

Signature of Nominee: _____

Date: _____

Appendix C2:

**Application Form for the
DISTINGUISHED FACULTY TEACHING AWARD**

Information:

Name: _____

Department: _____ College: _____

Phone No. _____ Email: _____

Checklist of materials submitted:

- A completed Application Form
- A 3-5 page summary statement by the nominee highlighting his/her teaching in relation to the award criteria
- A current curriculum vitae
- From one class, chosen and currently taught by the nominee:
 - Class syllabus
 - All materials used to assess student learning
 - A complete set of instructional materials for one course
- A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of 3
- Up to a total of five letters of support addressing the quality of instruction of the nominee from faculty, students, and/or other sources
- Summary report of the student evaluations of the Instructor for all courses that were evaluated in the last 5 years

Signature of Nominee: _____

Date: _____

APPENDIX D2:

**Application Form for the
NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD**

Information:

Name: _____

Department: _____ College: _____

Phone No. _____ Email: _____

Checklist of materials submitted:

- A completed Application Form
- A curriculum vitae
- A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria
- Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty, students, administrators, and outside references

Signature of Nominee: _____

Date: _____

Appendix A2:

**Application Form for the
OUTSTANDING PROFESSOR AWARD**

Information:

Name: _____

Department: _____ College: _____

Phone No. _____ Email: _____

Checklist of materials submitted:

- A completed Application Form
- A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories: teaching, scholarship, and service
- A current curriculum vitae
- One set of exemplary teaching materials
- One exemplar of recent scholarly/creative activity

Signature of Nominee: _____

Date: _____