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6 **Policy on Faculty Awards (PFA)**

7 (This Policy Statement supersedes Supersedes PS 03-08, Academic Procedures AS-719-98/FPPC and AS
8 716-98/FPPC, current Council and Committee charges and University Practice)

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10 This policy statement was recommended by the Academic Senate on December 9, 2010 and
11 approved by the President on March 4, 2011.
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14 **1.0 INTRODUCTION**

15 California State University, Long Beach recognizes and honors faculty of the University for their varied contributions
16 to our academic mission. The recipients of these awards are individuals who have shown exceptional performance. Each
17 award has its own administrative procedures governing the nomination and selection processes. In any year, a candidate
18 shall not apply for more than one award.
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20 **2.0 ADMINISTRATION**

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22 2.1 The Faculty Personnel Policies Council (FPPC) will develop, recommend, and review the Policy on Faculty Awards.

23 2.2 A University Awards Committee, a subcommittee of the Faculty Personnel Policies Council, will select recipients of
24 the following awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award,
25 the Distinguished Faculty Scholarly and Creative Achievement Award, the Distinguished Faculty Teaching Award, the
26 Distinguished Faculty Advising Award, the Early Academic Career Excellence Award, the Legacy Lecturer, and any
27 other awards designated by the Academic Senate.

28 2.3 The University Awards Committee shall be comprised of eight (8) members:

- 29 • The Academic Senate Nominating Committee shall choose five (5) past recipients of these awards from different
30 colleges to serve;
- 31 • One (1) member shall be selected by the University Scholarly and Creative Activities Committee from its current
32 members; and
- 33 • One (1) member shall be selected by the FPPC from its current members.
- 34 • One (1) student member, selected by the ASI to review application materials and vote for the Distinguished Faculty
35 Teaching Award and Distinguished Faculty Advisor Award only.

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37 Members of the University Awards Committee shall serve two year staggered terms.
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39 **3.0 AWARDS AND PROCEDURE**

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41 3.1 Eligibility: Each award has unique eligibility criteria. Unless otherwise specified, any non-retired Unit Three faculty
42 member is eligible. Retirement during the academic year does not forfeit eligibility for that year.

43 3.2. Call for Nomination. The Chair of the Academic Senate working with the Provost's Office will solicit nominations from
44 the entire campus community for each of the awards. Deadlines, application procedures, and award criteria will be
45 listed on the Academic Senate web site.

46 3.3 In any year, the University Awards Committee may choose not to grant an award in any or all categories.
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48 **4.0 OUTSTANDING PROFESSOR AWARD**

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50 4.1 Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward, and publicly
51 acknowledge outstanding professorial performance. This award is the only award given by California State University,
52 Long Beach that recognizes excellence in all three of the following areas: instruction and instructionally related
53 activities, scholarly and creative activities, and professional service. There are no more than three awards granted
54 annually.

55 4.2 Eligibility: Eligible candidates for the award are Unit 3 employees at the Associate level or above, or equivalent rank or
56 range. A significant portion of the nominee's accomplishments must have been achieved while a faculty member at
57 California State University, Long Beach. Past recipients of the Outstanding Professor Award at this University are not
58 eligible for this award.

59 4.3 Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty, staff,
60 administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given
61 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief
62 rationale for the nomination. Nomination letters shall be submitted to the Academic Senate office.

63 4.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions, must be
64 demonstrated in each area of professional responsibility: Instruction and Instructionally Related Activities, Scholarly and
65 Creative Activities and Professional Service. Examples of these accomplishments may be found within the application
66 packet available at the Academic Senate Office.

67 4.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of
68 the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate
69 Office that addresses the award criteria (see application packet). Nominees should submit:

- 70 • A completed Application Form;
- 71 • A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories: teaching,
72 scholarship, and service;
- 73 • A current curriculum vitae;
- 74 • One set of exemplary teaching materials;
- 75 • One example of recent scholarly/creative activity

76 4.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of
77 the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate.

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79 **5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD**

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81 5.1 Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982, is designed to
82 encourage, reward, and publicly acknowledge sustained excellence in scholarly and creative achievement by members
83 of the University's faculty. The award recognizes excellence in the visual and performing arts, in the publication of
84 scholarly work, in the completion of research and sponsored projects, and in the development of new and innovative
85 ideas in research and problem solving.

86 5.2 Eligibility: All faculty are eligible for the award. Nominees must have been employed by the University for a minimum
87 of five years. The award is based on a candidate's achievements while a faculty member of California State University,
88 Long Beach. A period of 10 years must have elapsed before a past recipient of this award is eligible for it again.

89 5.3 Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievements Award may be submitted
90 by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for
91 this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee
92 and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate
93 Office.

94 5.4 Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be
95 demonstrated. Examples of scholarly and creative accomplishments may be found within the application packet
96 available at the Academic Senate Office.

- 97 5.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the
98 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required
99 materials to the Dean of their college . Materials needed for submission include:
- 100 • A completed Application Form;
 - 101 • A 3-5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation
102 to
 - 103 the award criteria;
 - 104 • A current curriculum vitae; and
 - 105 • Up to 5 examples of scholarly and creative achievements.

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107 5.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent
108 to the
109 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
110 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation
111 and ranking, to the Academic Senate Office .

112 5.7 College Award Committee: The membership of, and the mechanism for the selection of, a College's Award
113 Committee will be determined by the Faculty Council of that College.

114 5.8 Review by the University Awards Committee: The University Awards Committee shall make the final
115 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees.
116 The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate .
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118 **6.0 DISTINGUISHED FACULTY TEACHING AWARD**

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120 6.1 Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage, reward, and
121 publicly acknowledge sustained excellence in teaching by members of the University's faculty, including tenured and
122 probationary faculty, lecturers and librarians.

123 6.2 Eligibility: Eligible candidates for the award are all faculty. Nominees must have been employed by the University for a
124 minimum of five years. To be considered, nominees must have completed a minimum of 90 teaching units or an
125 equivalent assignment relative to the University's instructional mission. A period of 10 years must elapse before a
126 recipient is again eligible for this award.

127 6.3 Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by university faculty, staff,
128 administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given
129 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief
130 rationale for the nomination. Nomination letters shall be submitted to the Academic Senate Office. .

131 6.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution must be
132 demonstrated in instruction and instructionally-related activities. Nominees shall be evaluated on submitted materials
133 that explain their pedagogical approaches and methods, their professional growth in teaching, and their contributions to
134 student learning and development. Examples can be found in the application packet available in the Academic Senate
135 Office.

136 6.5 Submission: Nominees for this award are notified of the nomination and provided with application guidelines by the
137 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the
138 required materials to the Dean of the college. Materials needed for submission include:

- 139 • A completed Application Form,
- 140 • A 3-5 page summary statement by the nominee highlighting his/her teaching in relation to the award criteria; • A
141 current curriculum vitae;
- 142 • From one class, chosen and currently taught by the nominee;
- 143 • Class syllabus;
- 144 • All materials used to assess student learning;
- 145 • A complete set of course supplementary instructional materials;
- 146 • A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of three (3);

- 147 • Up to a total of five (5) letters of support addressing the quality of instruction of the nominee from faculty, students,
148 and/or other sources; and
149 • Summary report of Student Evaluations of Instructor for all classes that were evaluated for the last five (5) years.

150
151 6.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent
152 to the

153 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
154 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation
155 and ranking, to the Academic Senate Office .

156 6.7 See 5.7 for information concerning the College Awards Committee.

157 6.8 Review by the University Awards Committee: The University Awards Committee shall make the final
158 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees.
159 The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate .
160

161 **7.0 DISTINGUISHED FACULTY ADVISING AWARD**

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163 7.1 Purpose: The Distinguished Faculty Advising Award, established in 2008, is designed to encourage, reward, and
164 publicly acknowledge sustained excellence in advising by members of the University's faculty. This award is designed to
165 honor those who have consistently demonstrated their dedication and skill in service to their advisees. Nominees shall
166 be evaluated based on evidence of effective advising qualities and practices that distinguish the nominee as an
167 outstanding academic adviser.

168 7.2 Eligibility: Eligible candidates for the award are all faculty. Since this award is designed to honor consistent and
169 sustained advising, as well as the relationship between advising and degree completion, candidates must demonstrate
170 a minimum of three years service as a faculty advisor.

171 7.3 Nomination: Nominations for the Distinguished Faculty Advising Award may be submitted by university faculty, staff,
172 administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given
173 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief
174 rationale for the nomination. Nomination letters are due at the Academic Senate Office .

175 7.4 Evaluation Criteria: A record of excellent and committed service, including the significance of the nominee's impact on
176 students' success, and demonstrated skills in areas of advising. The quality of performance will be the primary
177 consideration. Examples can be found in the application packet available in the Academic Senate Office.

178
179 7.5 Submission: Candidates who accept their nomination shall submit an application and the required materials to the
180 Academic Senate Office . Materials needed for submission are:

- 181 • A completed Application Form;
182 • Up to a total of ten letters of support addressing the quality of advising of the nominee from faculty, students, and/or
183 alumni;
184 • A 3-5 page summary statement by the nominee highlighting his/her advising in relation to the above criteria;
185 • Evidence from graduating seniors and/or alumni that the candidate's advising significantly impacted student success.

186 7.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of
187 the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate .
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189 **8.0 EARLY ACADEMIC CAREER EXCELLENCE AWARD**

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191 8.1 Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to recognize the
192 outstanding and extraordinary academic and professional achievements of a faculty member, at the early career stage,
193 who has made major contributions to the profession and University by bringing distinction to the University. No more
194 than three awards are granted annually.

195 8.2 Eligibility: Eligible candidates for the award are at the Assistant or Associate Professor level (or equivalent rank for
196 librarians and counselors) and in the first 5 years of employment at CSULB. The major accomplishments which make

197 the nominee eligible for this award must have been achieved while a faculty member is in residence at California State
198 University, Long Beach.

199 8.3 Nomination: Nominations for the Early Academic Career Excellence Award may be submitted by University faculty,
200 staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given
201 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief
202 rationale for the nomination. Nomination letters shall be due at the Academic Senate Office .

203 8.4 Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance of the nominee's
204 contributions to the field and the University, demonstrated in three areas of professional responsibility: Instruction and
205 Instructionally-Related Activities, Scholarly and Creative Activities, and Professional Engagement and Service.
206 Examples of these accomplishments may be found within the application packet available at the Academic Senate
207 Office.

208 8.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of
209 the Academic Senate. Candidates who accept their nomination shall submit an application and the required
210 documentation to the Dean of the College . Nominees should submit:

- 211 • A completed Application Form;
- 212 • A 3-5 page summary statement highlighting the major contribution that make the nominee eligible for this award as
213 well as other accomplishments in all three categories of teaching, scholarship, and service;
- 214 • A current curriculum vitae;
- 215 • Up to five examples of achievements.

216 8.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent
217 to the

218 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
219 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's evaluation,
220 recommendation, and ranking, to the Academic Senate .

221 8.7 College Award Committee: See 5.7 for information concerning the College Awards Committee.

222 8.8 Review by the University Awards Committee: The University Awards Committee shall make the final
223 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees.
224 The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be
225 announced .
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227 **9.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD**

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229 9.1 Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge publicly and
230 reward significant contributions to the principle and practice of shared governance at California State University, Long
231 Beach. The award shall be presented to the recipient at a scheduled Academic Senate meeting before the end of the
232 spring semester. The recipient of the Award shall be publicly recognized at the university's fall convocation. There is
233 only one award granted annually.

234 History: This award was first presented on April 27, 1989 due to the generosity of an anonymous donor. The donor
235 requested that the first recipient of the award be Professor Ben Cunningham, Journalism, and Chair of the Academic
236 Senate. In 1991-92, based on an Academic Senate Resolution, it was renamed the Nicholas Perkins Hardeman
237 Academic Leadership Award. Since 1993-94 the award has been given on behalf of the Presidents' Associates,
238 since funds from the endowment given by the anonymous donor were no longer available.

239 9.2 Eligibility. All faculty, including emeriti faculty (within 5 years of the date of retirement), with the exception of previous
240 award recipients, are eligible. Nominees must have been employed by the University for a minimum of five years.

241 9.3 Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by university faculty, staff,
242 administrators, students, and alumni/ae. Nominators may nominate only one candidate for this award in a given
243 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief
244 rationale for the nomination. Nomination letters are due to the Academic Senate .

245 9.4 Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership; examples can be
246 found the application packet available at the Academic Senate Office.

247 9.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the
248 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the
249 required materials to the Academic Senate Office . Material should include:
250 • A completed Application Form;
251 • A current curriculum vitae;
252 • A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria; and
253 • Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty,
254 students, administrators, and outside references.
255 9.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The Committee
256 shall consider quality and uniqueness of contributions, not merely quantity of service. The name of the award recipient
257 shall be forwarded to the Executive Committee of the Academic Senate . The selection of the award winner shall be
258 announced by the Chair of the Academic Senate .
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260 **10.0 LEGACY LECTURER**

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262 10.1 Purpose: The Legacy Lecture series provides an opportunity for honorees to address the University community
263 sharing their wisdom, values, and visions as educators. Honorees are selected based on the legacy they leave to the
264 campus.

265 History: The Legacy Lecture Series began in 1992. Co-sponsors have been the Office of the President, Academic
266 Affairs, Academic Senate, Faculty Center for Professional Development, and University Interfaith Center. Financial
267 supporters have been the Office of the President, Faculty Center for Professional Development, and University
268 Interfaith Center. The series has provided an opportunity for faculty to address the key experiences and values that
269 have shaped their lives as educators and scholars-and to share their visions for the future.

270 10.2 Eligibility: Full and part-time faculty (including librarians, coaches, and counselors), emeriti faculty, and administrators
271 are eligible.

272 10.3 Nomination: The spirit of the Legacy Lecture is non-competitive. It is not an award, but an honor. The University
273 Awards Committee is encouraged to think broadly across the campus community to select Legacy Lecturers who have
274 left or will leave a significant history of contributions to the University.

275 10.4 Evaluation Criteria: Legacy Lecturers are those individuals who have demonstrated a commitment to the University
276 and the wider community and are respected by their colleagues and students. Legacy Lecturers have a message to
277 share with the University community to help us reflect on our past and think about our future.

278 10.5 Selection: The University Awards Committee shall select a Legacy Lecturer in the fall semester to give a Lecture in
279 the following fall semester. This is an occasion for celebrating and reflecting on what it means to be a teacher.

280 10.6 The Event: The Lecture is open to the campus and the community. It is held on campus in the fall. The Lecture is
281 about 20 to 30 minutes long. A reception, organized by the Faculty Center for Professional Development, follows the
282 Lecture and the menu is chosen by the Lecturer.

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286 EFFECTIVE: Immediately