

# Faculty and Staff Excellence Awards

Each spring semester, the College of Arts & Sciences recognizes the outstanding teaching and mentoring contributions of our faculty, and the dedication and hard work of our staff. Three undergraduate teaching awards are made (one each in the humanities, the natural sciences, and the social sciences), as well as a single award for graduate teaching and one for adjunct teaching. Awards for excellence in mentoring are made to faculty, one at the undergraduate level and one graduate award. A final award is made to a staff member in the College who exemplifies the mission of the university. Faculty recipients receive a certificate of recognition and a \$1000 award which may be used to reimburse professional expenses (travel, books, professional membership fees, software, etc.) or for departmental purchases or activities. The staff recipient receives a \$1000 award and a certificate of recognition.

## 1. ELIGIBILITY

All full-time regular faculty and adjunct instructors of the College of Arts & Sciences Frost Campus are eligible. Faculty must hold Graduate Faculty status to be eligible for the graduate-level awards. A faculty member who receives an award is not eligible again until three years have elapsed, counting the year in which the award was made.

## 2. CRITERIA FOR SELECTION

Outstanding teaching and mentoring comes in many forms and it is impossible to list all of the characteristics that would be worthy of an award. The criteria outlined here are offered as guidelines only. Letters of nomination should describe the outstanding characteristics and achievements of the nominee as appropriate. The selection committee (described below) is not limited by the following lists in determining the finalists and recipients of the teaching and mentoring awards.

### *Excellence in Undergraduate, Graduate, and Adjunct Teaching Awards*

Excellent teaching may be demonstrated by the following qualities:

- demonstrated knowledge of course content
- passion for the ideas being taught
- clarity in presenting course content
- clearly articulated standards for student performance
- ability to inspire students
- concern for students
- integration of life issues into course content
- integration of University mission into course content (forming men and women for others; leadership development; communication of spirituality and values; civic and professional responsibility; concern for the whole person; respect for diversity)

### *Excellence in Undergraduate and Graduate Mentoring Awards*

An outstanding mentor may have the following qualities:

- concern for students as learners and as persons
- availability for consultation
- expertise in addressing students' needs and concerns
- professional guidance
- ability to inspire

- approachability

#### *Staff Excellence Award*

An outstanding staff member often demonstrates the following qualities:

- willingness to exercise leadership, take initiative, and to accept and carry out additional responsibilities beyond regular job assignments for the good of the College community as a whole;
- superior judgment and decision making that reflects responsibility and accountability;
- exceptional interpersonal relationship skills;
- outstanding teamwork capabilities that create a positive atmosphere and promotes positive morale.

### **3. SELECTION PROCESS**

The selection process consists of three steps: nominations, submission of documentation by finalists, and selection of awardees by the selection committee.

A selection committee for faculty awards is composed of the seven faculty member awardees from the previous year, one undergraduate student and one graduate student. Student members are nominated by the departmental Chairs upon request by the Associate Dean for Graduate Education. A separate committee composed of three staff volunteers will review and select the staff awardee. The Associate Dean for Graduate Education will serve as an ex-officio non-voting member of the selection committees. The awards should be widely advertised prior to the nomination deadline by flyers, on the Arts & Sciences Facebook page, emails to students and staff, or through other appropriate means.

#### **Nominations**

Nominations for all categories are submitted electronically using the appropriate nomination form.

#### *Excellence in Undergraduate, Graduate, and Adjunct Teaching Awards*

Any undergraduate or graduate student fully enrolled in the College of Arts & Sciences or any faculty member with primary appointment in the College of Arts & Sciences may nominate candidates for a teaching award. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

#### *Excellence in Undergraduate and Graduate Mentoring Awards*

Undergraduate or graduate students fully enrolled in the College of Arts & Sciences may nominate outstanding mentors who have enriched, encouraged and inspired the academic, personal and professional life of their mentees. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

#### *Staff Excellence Awards*

Students with declared majors, faculty, and staff from the College of Arts and Sciences are encouraged to submit nominations. A letter of nomination (2-page maximum) should be prepared and attached to the nomination form describing why the nominee is deserving of the award.

#### **Notification of nomination and supporting documentation**

All nominees are notified in December that they are finalists for the Excellence Awards.

#### Documentation

Supporting materials are prepared and submitted to Chris Pudlowski by the end of January. Each finalist for an Excellence in Teaching Award should submit the following information:

- letter of support from the Department Chair
- letter from a colleague
- letter from one student
- abbreviated vita (one to two pages)
- statement of teaching philosophy (one page)
- student comments relevant to teaching from student evaluations (1 page maximum) for courses taught in the past 2 years (numeric rankings should not be included)

Each finalist for an Excellence in Mentoring Award should submit the following information:

- letter of support from the Department Chair
- letter from a colleague
- letter from one student
- abbreviated vita (one to two pages)
- statement of mentoring philosophy (one page)
- number of students mentored

Each finalist for a Staff Excellence Award should submit the following information:

- current resumé
- letter of support from department chair or supervisor
- letter of support from another University member

#### **Selection of Award Recipients**

The selection committees will meet on the third Friday of February (staff award at 10 am; faculty awards at 2 pm). Members will review nominations and provide a ranked list of recommendations for the award recipients to the associate dean.

#### **4. AWARDS EVENT**

The College Excellence Awards will be presented at the Spring Faculty & Staff Assembly that takes place in April.

#### **5. TIMETABLE**

- advertise in mid-October and mid-November.
- accept nominations until December 1.
- notify nominees by mid-December.
- finalists must submit supporting materials to Chris Pudlowski by the end of January.
- selection committees meet on the third Friday in February, with notifications to recipients to follow.