

The Faculty Recognition Committee submits the following report and recommendations to the SEC:

In order to more fully recognize the outstanding achievements of WKU faculty, we propose two new awards, two new forms of recognition for existing awards and accomplishments, and one new form of recognition for faculty.

I. New Awards

A. Faculty Mentoring Award

This award is intended to recognize excellence in mentorship of junior faculty.

Nominations: Any full-time faculty member (“mentee”) that has been employed in that capacity at WKU for less than ten years may nominate another full time WKU faculty member (“mentor”) for mentoring activities that took place during the first five years of the mentee’s employment at WKU. The nomination consists of a letter from the mentee explaining the mentoring that took place and the value to the mentee.

Eligibility: all full-time nine-month faculty members are eligible for nomination.

Award: There will be up to four awards annually.

Selection: A member of the Faculty Recognition Committee [Lynette Smith] will chair a selection committee of five (5) members to be appointed by the University Senate.

Recognition: The Provost will host a reception honoring all mentoring award recipients, to include the nominating mentees and pertinent department heads/deans. A press release will be issued. Each award recipient will also receive \$750 in professional development funds for the following year, with the option to use these funds (or, if preferred, payroll deduction) to purchase a reserved parking space for the year (August 16 – August 15) following the award.

Timeline:

Call for Nominations: October 20

Nominations Due: November 1

Selection Committee Decision to Provost: November 15

Announcement: Fall Commencement

Reception: mid-February of the following year

B. FUSE mentoring award

This award is intended to recognize excellence in faculty mentoring of FUSE grant recipients.

Nominations: any student participating in a FUSE project may nominate their faculty mentor through submission of a form made available to each student at the time they submit the final report.

Eligibility: all faculty members mentoring a FUSE grant recipient are eligible.

Award: Up to eight (8) award recipients will be selected annually. Of these eight, the Selection Committee will submit (3) names to the Provost, from which at least one “grand winner” will be selected.

Selection: A member of the Faculty Recognition committee [Robin Ayers] will chair a selection committee of five (5) members to be appointed by the University Senate.

Recognition: All award recipients will have the opportunity to participate in a panel discussion during REACH week, and to attend a dinner with the REACH week speaker. All recipients will also be featured on “light-pole” banners on campus, both to recognize them and to raise visibility of the FUSE program. (After one year the banners will be updated, and the recipients will be given their previously-displayed banner during the following REACH Week ceremony.) A press release will be issued. Each “grand winner” will receive an expenses-paid trip to Harlaxton, England to promote faculty/student research collaboration.

Timeline:

Call for Nominations: November 15

Nominations Due: December 1

Selection Committee Recommendations due to Provost: January 31

Provost Selects “Grand Winner(s)”: February 5

Announcement: February 15

Banners Displayed: March 1 – February 28 (display of new banners to coincide with REACH week in March)






II. “Upgraded” Awards:

A. Part Time Faculty University Award

Academic Affairs Policy 1.1184 establishes four University Awards (Teaching, Research, Public Service, and Advising), as well as ten part-time faculty awards distributed among the colleges and regional campuses. We suggest that one part-time award winner be selected from the pool of ten to be recognized along with the University Award winners at Convocation, in order to increase the visibility and recognition of our exceptional part-time faculty. We therefore propose that Academic Affairs policy 1.1184 be replaced with 1.1185 (attached).

B. All University Award winners [including the proposed 5th category: Part-Time Faculty]

University Award winners are currently recognized at Convocation and receive a silver bowl and a cash award. In order to increase the visibility of these award winners, especially among students, we propose creating a display in the DSU honoring current and past award recipients. The display will feature pictures of the current year's award winners; past winners will also be recognized via name plaques below.

				
name	name	name	name	name
name	name	name	name	name
name	name	name	name	name
name	name	name	name	name
name	name	name	name	name

All recipients will also be featured on campus “light-pole” banners, displayed from July 1 – June 30. (After one year the banners will be updated, and the recipients will be given their previously-displayed banners at the Convocation ceremony the following August.) In addition, recipients will have the opportunity to purchase a reserved parking space for the year (August 16 – August 15) after the award.

III. **New forms of recognition:**

A. All Faculty leading Study Abroad / Study Away Experiences

At each Commencement, all faculty members who have led a Study Abroad / Study Away excursion will be recognized at the same time as students who have participated in Study Abroad/Study Away experiences. They will also receive a sash to wear at commencement with flag patches indicating the countries they have visited, and pins representing the number of excursions to each country they have led.



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.118⁵

DIVISION: Academic Affairs

TITLE: Faculty / University Awards

DATE: October 10, 1987

REVISED: July 19, 2005; November 1, 2005; October 17, 2011; September 22, 2014; February 1, 2015

Authorized by: Gordon Emslie, Provost and Vice President for Academic Affairs

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.
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. 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.
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
University College	1
Regional Campuses	1 at each campus

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.

III. Procedure

A. College Awards

1. Criteria for eligibility and selection in each category will be distributed to the colleges and made available on the Academic Affairs website.
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.
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.

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 and at least one student.
2. Recipients of the University Awards will be publicly recognized 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

February 2015

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

Appendix - Selection Process Timeline

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

October 25	Call for nominations
November 15	Nominations due to Academic Affairs
November 20	Academic Affairs notifies deans of college nominees
November 30	Deans notify college nominees
January 31	Nominees' documentation (in electronic form) due in dean's office
February 28	Reviews by the Faculty Advisory Committee due in dean's office
March 15	Names and supporting materials for College award winners due in Academic Affairs
March 21	Academic Affairs sends materials to University Award Selection Committee
April (TBD)	University Award Subcommittee Meetings
April (TBD)	Reception for College Award Winners
April	Faculty Award Recognition Dinner
August	University awards presented at Convocation

