



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.1183

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**

#### **A. University Awards**

1. Categories for university/college awards 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. An award for teaching will be given annually to a part-time teacher in each of the academic colleges and at each regional campus. The award will include a cash stipend jointly funded by the colleges/regional campus and the Office of the Provost.
2. A college or unit may recognize the following number of individuals 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	2
University College	1
Regional Campuses	1 at each campus

### **III. Procedure**

#### **A. University 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 University 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 will be recognized at a dinner to be held in the late Spring semester and will receive a monetary award.
6. Selection of recipients for each University Award will be made by a separate committee for each award category. 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.
7. Recipients of the University Awards will be publicly recognized at Commencement, and will receive an engraved award and a cash stipend during formal recognition ceremonies at the Faculty Convocation at the beginning of the following academic year.

#### **B. Part-Time Instructor Awards**

1. Each unit will create a process to annually select and recognize part-time faculty member(s) who has made outstanding contributions to teaching. Individuals selected will be publicly recognized at a college-wide meeting and will receive a plaque and cash award.

### **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

### Appendix - Selection Process Timeline

*(due date is last working day on or before 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