

**UNIVERSITY SENATE RECOMMENDATIONS TO THE PROVOST**

Rec. #

Recommendation

**2011-09-04    The University Senate provisionally recommends that the Provost proceed with steps necessary to secure approval for Policy 1.1181, Faculty/University Awards (attached). The recommendation is conditional on Senate Executive Committee approval of a selection process timeline for the 2011-2012 academic year and full Senate approval of a more permanent timeline.**

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Kelly L. Madole, Ph.D.  
University Senate Chair

9/19/2011  
Date

Approved/Not Approved

9/19/11

\_\_\_\_\_  
A. Gordon Emslie, Ph.D.  
Provost

Date



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.1181

DIVISION: Academic Affairs

TITLE: Faculty / University Awards

DATE: October 10, 1987

REVISED: July 19, 2005; November 1, 2005; July 1, 2011

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**

#### **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:

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 in January or February 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. A faculty advisory committee in each College will make the selections from among the nominations received in that College.
4. Recipients of college awards will be recognized at a dinner to be held in the late Spring semester.
5. 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.
6. 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**

**July 2011**

New policy created by combining two existing guideline documents

## **GUIDELINES: FACULTY AWARDS/UNIVERSITY AWARDS**

1. Nominations for Faculty Awards will be solicited each year in January or February from the University community (faculty, staff, and students) as well as from alumni and the general public. The Office of Academic Affairs will announce the opening of the nomination period, and will collect the nominations and forward them to the respective colleges for review.
2. Each of the colleges (excluding the Graduate College) will annually select awardees, who will be publicly recognized and receive certificates and cash awards. A faculty advisory committee in each College will make the selections from among the nominations received.
3. Categories for the awards shall be as follows: Award for Teaching, Award for Research/Creativity, Award for Public Service, and Award for Student Advisement. Criteria for eligibility and selection in each category will be distributed to the colleges and be made available at the Academic Affairs website.
4. Each College may select an awardee in each of the four areas, with the following exceptions: the areas of University Libraries and Information Technology may jointly select two awardees, one each in Research/Creativity and Public Service; and the Bowling Green Community College may select three awardees, one each in Teaching, Public Service, and Student Advisement.
5. The college awardees will become the finalists for the university-wide awards in each of the four areas. Selection of recipients for the University Awards will be made by a committee chaired by the Vice President for Academic Affairs and including faculty, student, and alumni members.
5. 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.
6. An award for teaching will be given annually to a part-time teacher in each of the academic colleges and extended campus centers. The award will include a cash stipend jointly funded by the colleges/extended campus centers and the Office of the Provost and Vice President for Academic Affairs.

## TEACHING AWARDS FOR PART-TIME FACULTY

Part-time faculty members make an important contribution to the teaching/learning mission of the university. In some departments they have a significant role in general education and in other departments they are relied upon to bring specialized knowledge, expertise, and experience to the classroom. Part-time faculty are particularly helpful in supporting the extended campus offerings of the university.

In order to give appropriate recognition for the contributions of part-time faculty, the university will support the establishment of teaching awards for part-time faculty in each of the six colleges and in the Division of Extended Learning and Outreach. Each college and DELO 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.

Based on the numbers of part-time faculty employed, a college or unit may recognize more than one individual each year, as listed below:

Community College	2
Education and Behavioral Science	1
Health and Human Services	1
College of Business	1
Ogden College	1
Potter College	2
University College	1
DELO/Extended Campuses	3

10/05/06