

**College of Arts and Sciences**  
**Education Excellence Awards**  
**Approved by Faculty Council (February 8, 2017)**

***Announcement and Nomination Process:***

- A. By the last working day of January of each academic year, the Dean shall solicit from the faculty of the College nominations for the awards to be granted that year.
  - a. For tenured and tenure/track faculty the award will be given on a three-year rotation, one per year, in Teaching, Scholarship, and Service.
  - b. For Instructors and Lecturers the award will be given annually in Teaching.
- B. *Nomination* shall be by letter to the Dean within 15 calendar days of solicitation of nominations.
  - a. All nominations (including self-nominations) for awards are made by letter from chairpersons and faculty to the Dean. No person can nominate more than two candidates.
  - b. The letter of nomination, not to exceed one page, single-spaced, should indicate the primary performance area of the nominee and should provide the reasons for the nomination.
- C. The Dean will notify each nominee in writing within five days that he/she has been nominated. Each nominee must indicate within one week whether he/she wishes to submit a performance dossier in order to be considered for the award. A candidate wishing to stand for the award then has two weeks to prepare a performance dossier consistent with the award criteria.
- D. The nominee will be responsible for garnering reference letters that are to be submitted directly to the Dean. The letters of reference and the nomination letter will be added to the performance dossier.

***Distinctions and Awards Committee***

- A. The Dean shall convene the Distinctions and Awards Committee in January of each year for the selection of one awards. ,
- B. The committee will be comprised of five faculty selected by the Faculty Council.
- C. The Committee will review the submitted dossiers and select the winner no later than the Friday prior to Spring Break.
- D. The Dean will notify each candidate whether he/she was selected for the award.

***Award***

- A. The faculty members chosen for the awards will be introduced at the Dean's Spring Address.
- B. The award recipients will be presented with a certificate and an honorarium of \$250.

## **College of Arts and Sciences Excellence in Service Award**

Recipients of this award will have demonstrated commitment to and tangible evidence of excellence and effectiveness in service. Service should include departmental, college, university-level assignments, and/or service to professional organizations outside the university and/or to the community.

### ***Eligibility:***

Eligibility for this award is open to tenured/tenure-track faculty who have demonstrated excellence and effectiveness in service to department, college, university and/or outside organizations and the community over the past three years. No nominee may have received the Service Award during the past six years.

### ***Candidate Dossier:***

Each candidate should submit a dossier containing the following: copy of the letter of nomination, CV, reference letters (inserted by the Dean when they are submitted), a short statement about his/her service, and relevant examples of his/her service. Testimonials may be included but should be noted as to whether they were solicited or unsolicited.

### ***Selection Criteria:***

Final selection of the award recipient shall be made by the Committee and based on dossiers submitted by the nominees that highlight their service against the standard of excellence in service and magnitude of positive impact.

## **College of Arts and Sciences Excellence in Teaching Award**

Recipients of this award will have demonstrated commitment to and tangible evidence of excellence and effectiveness in teaching in ways that are organized, creative, challenging, & motivating.

### ***Eligibility:***

In years in which the award domain for tenured and tenure-track faculty is teaching, all tenured and tenure-track faculty are eligible so long as they have demonstrated excellence and effectiveness in teaching over the past three years. Every year instructors and lecturers are eligible for this award so long as they have demonstrated excellence and effectiveness in teaching over the past three years. No nominee may have received the Teaching Award during the past six years.

### ***Candidate Dossier:***

Each candidate should submit a dossier containing the following: copy of the letter of nomination, reference letters (inserted by the Dean when they are submitted), CV, list of courses taught including enrollments for 3 years, a personal reflective statement on teaching philosophy and practice, and copies of student and/or peer/supervisor evaluations of teaching (including summary data, if available). Testimonials may be included but should be noted as to whether they were solicited or unsolicited.

### ***Selection Criteria:***

Final selection of the award recipient shall be made by the Committee and be based on dossiers submitted by the nominees that highlight their teaching against the standard of excellence and magnitude of positive impact.

**College of Arts and Sciences  
Excellence in Research and Creativity Award**

Recipients of this award will have demonstrated commitment to and tangible evidence of excellence and effectiveness in teaching in ways that are organized, creative, challenging, & motivating.

***Eligibility:***

Eligibility for this award is open to tenured/tenure-track faculty who have demonstrated excellence and effectiveness in research and creativity over the past three years. No nominee may have received the Research and Creativity Award during the past six years.

***Candidate Dossier:***

Each candidate should submit a dossier containing the following: copy of the letter of nomination, reference letters (inserted by the Dean when they are submitted), CV, a personal reflective statement on research and creativity, evidence of scholarly products (e.g., publications, books, musical scores, plays, art exhibits, lectures), and evidence of extramural support for research and creative activities (grants, contracts, fellowships). Testimonials may be included but should be noted as to whether they were solicited or unsolicited.

***Selection Criteria:***

Final selection of the award recipient shall be made by the Committee and based on dossiers submitted by the nominees that highlight their research and creativity against the standard of excellence and magnitude of positive impact.