

Angelo State University

PRESIDENT'S AWARDS FOR FACULTY EXCELLENCE

CALL FOR NOMINATIONS

Purpose

1. To recognize outstanding faculty in each of the academic colleges (College of Sciences, College of Liberal and Fine Arts, College of Business and Professional Studies, College of Education and College of Nursing and Allied Health) for excellence in three main areas of faculty performance:
 - Excellence in Teaching;
 - Excellence in Research/Creative Endeavor;
 - Excellence in Leadership/Service.
2. To select from among the college level awardees in the areas of Teaching and Research/Creative Endeavor the recommended recipients of the Texas Tech University System (TTUS) Chancellor's Award for Excellence in Teaching and TTUS Chancellor's Award for Excellence in Research. System-level awardees are expected to attend the TTUS Chancellor's banquet in December in Lubbock, TX.

Note: While each college will recognize excellence in the three main areas recognized with this President's award, all colleges remain free to continue other recognitions and awards beyond those recognized in this document.

Process Overview

- Oversight of the ASU Outstanding Faculty Achievement Recognition process is the responsibility of the Faculty Senate (FS) Faculty Achievement Recognition ad-hoc committee in collaboration with the Center for Innovation in Teaching and Research (CITR). The ASU Outstanding Faculty Achievement Recognition awards represent a peer-reviewed and collegial recognition by faculty of their outstanding faculty colleagues.
- Faculty awardees in each college will be announced and recognized at the Annual Faculty Recognition Spring Banquet, an event planned and carried out cooperatively by the Provost-Vice President of Academic Affairs and the Faculty Senate.
- A nomination and selection committee for the ASU Outstanding Faculty Achievement Recognition, formed from the faculty senate representatives from each department (or elected designee as described below) within each college is responsible for seeking nominations, reviewing nominations, and selecting college level awardees for their respective colleges. The nomination process, nominee eligibility, as well as selection criteria, are described below.
- All nominations will be submitted through the CITR.

Nomination Criteria

- Every nominee must possess a record of superior accomplishment in the area of nomination. This record of achievement must reflect the Angelo State University Mission, the Mission of the college and of the Mission of the department or program within which the faculty nominee is affiliated.
- A record of superior accomplishment in the area of **EXCELLENCE IN TEACHING** should contain clear and compelling evidence related to (i) instructional quality and contributions to curricular development; (ii) success and effectiveness in student development and learning; (iii) contributions as a teacher outside the classroom leading to student success; and (iv) meaningful connections between the nominee's participation in the discipline and teaching.
- A record of superior accomplishment in the area of **EXCELLENCE IN RESEARCH / CREATIVE ENDEAVOR** should contain clear and compelling evidence related to (i) scholarly works (objective, subjective, and/or artistic); and (ii) scholarly activities (new knowledge and research).
- A record of superior accomplishment in the area of **EXCELLENCE IN LEADERSHIP/SERVICE** should contain clear and compelling evidence related to the application of an individual's knowledge and expertise in the broader contexts of (i) department/college/institution initiatives; (ii) service to the community/society; and (iii) professional service within the discipline.

Eligibility

Any faculty member who has completed at least one full academic year at Angelo State University with satisfactory evaluation is eligible for peer nomination.

Nomination Preparation and Submission Details

Nomination materials for each nominee must include:

1. A completed **NOMINATION FORM** (attached);

- The nomination must be initiated by at least one faculty member.
- The nominator need not be in the same department as the nominee.
- Collaborative nominations are encouraged; Self nominations are not acceptable.
- A nominator may only forward one nomination in each area.

2. A **SUMMARY OF ACCOMPLISHMENTS** in the area of nomination;

This summary should identify and describe briefly in a summary format the major highlights of the nominee's record of superior accomplishments in the area of nomination. For all areas, this document must address directly the nomination criteria (*above*), including how the accomplishments of the individual are reflective of the institution, college, and department missions. *The summary should be prepared using bulleted sections; complete sentences are not required. The summary should be prepared by the nominator in collaboration with the nominee.* The summary of accomplishments may not exceed TWO (2) pages in length.

- Specific bulleted items for Excellence in RESEARCH / CREATIVE ENDEAVOR nominations

In the summary of accomplishments for nominees in the area of research/creative endeavors, activity should cover only the last 5 years and be organized as follows

- Peer reviewed Publications
- Articles
- Abstracts
- Non-peer reviewed Publications
- Presentations (poster, platform)
- Presentations (courses, invited speaker)
- Grants or gifts
- Student Research
- Books
- Reviewer for journal or publisher
- Other

- Specific bulleted items for Excellence in SERVICE nominations

In the summary of accomplishments for nominees in the area of service, activity should cover only the last 5 years and be organized as follows

- Service to the University
- Service to the College
- Service to the Department
- Service to other departments or programs (honors, etc)
- Service to the Profession (including service to professional associations in National, State, and local level offices, committees, appointments, etc)
- Service to the Community (including service on boards, committees; leadership roles in the community, community wide volunteer activities, liaison or advisory roles,
- Other Service

3. An **abbreviated current curriculum vita** prepared by the nominee;

This CV must be limited chronologically to the most recent five years of the nominee's career and must not exceed TWO (2) pages in length.

4. Additional documentation.

- All nominations: Nominators may include **other relevant information**, not to exceed TWO (2) pages in length, appropriate to support the summary of accomplishments or nomination citation.
- For nominations in the area of teaching additional documentation is required: two letters not to exceed one page each from current or former students of the nominee must be included.

Note: The nomination and review committee may ask for additional documentation for clarification or for additional information when deemed necessary and appropriate.

Required Format for nomination materials

- Nomination forms are posted on the Angelo State Faculty Senate homepage.
- Nomination materials should be prepared using 8.5x11-in. page size and should feature one-inch margins, single line spacing and a size 11 font. Materials should be written on only one side of the pages.
- Nominations must be submitted in two forms to the Center for Innovation in Teaching and Research:
 - (i) a single complete hard copy (paper) that includes all nomination materials The hard-copy (paper) nomination submission must be as described above and stapled in the upper left corner. Binders and/or folders are prohibited.
 - (ii) a complete **electronic copy** (a single PDF file that contains all nomination materials) submitted to CITR by email as an attachment.
- Nominations must adhere to the detailed page limits and formats in order to insure an objective review process for all nominees

Due Date (see attached timeline calendar)

All nominations are due to the Center of Innovation in Teaching and Research by the **second Friday in March (or the Friday before Spring Break, whichever comes first)**. The CITR will distribute the nominations to the appropriate college committees.

Nomination Review Committees and Awardees Selection

Procedures for nomination, review of nominee packets and selection of awardees is as follows.

- **Composition of the College-level Nomination and Review Committee**

The college-level nomination and review committee in each of the academic colleges will consist of the elected faculty senators from each department within each college. Each committee will select from among its members a chairperson who will be responsible for ensuring the committee's function. In the case that there are less than three departments within the college, the department heads or their designees will also serve on the nomination and review committee. If one of the faculty senators or the department head is a nominee in a given year, the affected department should elect a substitute to serve on the nomination and review committee.

- **Composition of the University-level Review committee**

The Faculty Achievement Recognition Review ad-hoc committee will be appointed by the FS president no later than January 1 of each year. The Faculty Achievement Recognition Review committee will be composed of one faculty senator from each college. The chair of the FS Academic Affairs committee will serve as the *ex-officio* chair of the Faculty Achievement Recognition ad-hoc committee. If one of the faculty senators appointed to the Faculty Achievement Recognition Review committee is a nominee in any area for that year, the FS president will appoint another senator from that college.

- **Solicitation of Nominations**

In the spring semester of each academic year, the college-level nomination and review committee will solicit nominations from departments in each committee's respective college. Nominations will be due to the Center for Innovations in Teaching and Research by the **second Friday in March** (or the Friday before Spring Break, whichever comes first).

- **Review and Selection Process – College-level**

Each college-level nomination and review committee (described above) will begin reviewing nominations for the college-level awards on the second Friday in March (or the Friday before spring break, whichever comes first) and select an outstanding faculty nominee in each area to receive the college-level recognition award. After the selections are made, each college-level nomination and review committee will **draft a single page document justifying their selections based on nomination citations and excerpts from other documents in the nomination materials**. No later than the first Friday in April, each college-level nomination and review committee will submit copies of the following documents to the the Center for Innovation in Teaching and Research: **a full list of all college-level nominees and a copy of each original nomination**);

- **the names of the college-level outstanding faculty awardees with the one page justification document** for each college-level awardee.

The CITR will forward this information to the following parties: the respective Academic College Deans, Provost-Vice President for Academic Affairs, and the University President and the Faculty Achievement Recognition ad hoc committee chair,

- **Review and selection process – university level**

The FS Faculty Achievement Recognition ad-hoc committee, will select **a single representative from among the five college level awardees in each area who serve** as exemplary hallmarks for the university. These awardees will receive the Angelo State University President’s Award for Excellence in Teaching, Excellence in Research/Creative endeavor, and Excellence in Service. Selections will be made prior to the second Friday in April.

- **Approval and Endorsement from the Provost-Vice President for Academic Affairs**

After the (FS) Faculty Achievement Recognition ad-hoc committee selections have been completed (on or before the second Friday in April), the committee chair will meet with the University President and the Provost and Vice President for Academic Affairs to deliver the results of the deliberation and selections of awardees and to help with arranging the Annual Faculty Recognition Spring Banquet. As part of this event:

- All nominees from the colleges will be recognized and receive recognition certificates.
- The college level awardees will be announced and will receive a monetary award of \$500 along with a plaque of recognition.
- The university level awardees will be recognized and will receive monetary awards of \$2500 along with Signature Presidential Recognition Awards.

- **Recommendations for the Texas Tech University System Chancellor’s Awards**

The university awardees in the areas of Excellence in Teaching and Excellence in Research/Creative Endeavor will be recommended for the TTUS Chancellor’s Award for Excellence in Teaching and the TTUS Chancellor’s Award for Excellence in Research respectively. These system-level awards carry an additional monetary prize of \$5000.

**President's Award for
FACULTY EXCELLENCE**

NOMINATION AREA *Please check only one box:*

- EXCELLENCE IN TEACHING:
- EXCELLENCE IN RESEARCH/CREATIVE ENDEAVOR:
- EXCELLENCE IN SERVICE:

NAME OF NOMINEE

FROM THE COLLEGE OF

RANK/POSITION TITLE:

DEPARTMENT

YEARS AT ANGELO STATE

EMAIL/CONTACT INFORMATION (NOMINEE)

Name(s) of Nominator(s)/Department/email

Signature of Nominee – indication of the acceptance of this nomination and willingness to provide an abbreviated CV as described in nomination guidelines

NOMINATION CITATION *use only space provided-other text will not be considered*

Attach additional nomination materials as specified in the guidelines to this cover page

**Timeline for
PRESIDENT'S AWARDS FOR FACULTY EXCELLENCE
Nominations, Review and selection process**

Timeline	Process step	2010-11 DATE
1st week of the Semester	Call for nominations goes out to faculty <i>Nomination forms posted on Faculty Senate Web Page Date for Faculty Recognition Banquet set</i>	<i>No later than January 17, 2011</i>
2nd Friday in March <i>(or Friday prior to Spring Break, whichever is first).</i>	Nominations due date/College level review and selection begins <i>Nomination packets (1 complete hard copy and 1 complete electronic copy) due to the Center of Innovation in Teaching and Research. CITR will distribute the nominations to the appropriate college committees.</i>	Friday March 11 <i>(Friday before Spring Break)</i>
1st Friday in April	College-level review committees task completed <i>Each college-level nomination and review committee will submit copies of the following documents to the Center for Innovation in Teaching and Research</i> <ol style="list-style-type: none"> 1. a full list of all college-level nominees and a copy of each original nomination citation (single page form); 2. the names of the college-level selections for outstanding faculty awardees with the one page justification document for each college-level awardees. <i>The CITR will forward this information to the following parties: the respective Academic College Deans, Provost- Vice President for Academic Affairs, and the University President and the Faculty Achievement Recognition ad- hoc committee chair.</i>	Friday April 1, 2011
2nd Friday in April	University level review committee task completed <i>Deadline for selections of university-level winners by the FS Faculty Achievement Recognition Review committee*; meeting with University President and the Provost/Vice-president for Academic Affairs.</i> <i>*Note that the committee must only review a maximum of 15 applications (three from each college)</i>	Friday April 8, 2011
Week before finals	Faculty Recognition Banquet	Tuesday April 26, 2011