

**Angelo State University**  
**PRESIDENT'S AWARDS FOR FACULTY EXCELLENCE**  
**2019/2020 CALL FOR NOMINATIONS- INSTRUCTIONS & ELIGIBILITY**

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**PURPOSE**

1. To recognize outstanding faculty for excellence in three main areas of faculty performance:
  - Excellence in Teaching
  - Excellence in Research/Creative Endeavor
  - Excellence in Leadership/Service
  
2. To select 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: All colleges remain free to continue other recognitions and awards beyond those recognized in this document.*

**PROCESS OVERVIEW**

- Oversight of the ASU President's Excellence Awards process is the responsibility of the Faculty Senate. The President's Awards for Faculty Excellence represent a peer-reviewed and collegial recognition by faculty of their outstanding faculty colleagues.
  
- Faculty awardees will be announced and recognized at the annual Faculty Recognition Banquet, an event planned and carried out cooperatively by the Provost/Vice President of Academic Affairs and the Faculty Senate.
  
- The Faculty Senate is responsible for seeking nominations, reviewing nominations, and selecting awardees. The nomination process, nominee eligibility, as well as selection criteria, are described below.
  
- All nominations will be submitted via a website managed by the Chair of the Faculty Senate University Affairs Committee.

**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, as well as the mission of the college, department, and/or program of the faculty nominee.
  
- 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.

- Successful applications contextualize the significance of the nominee's achievements, keeping in mind that those who evaluate nominations come from a range of backgrounds and may not be familiar with field-specific agencies, organizations, grants, awards, and/or publishing houses.

### 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** (One page only. This form is 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.
  - List of accomplishments - *The list should be prepared using bulleted sections; complete sentences are not required. The nominator in collaboration should prepare the summary with the nominee.*
  
2. A **summary of accomplishments** in the area of nomination (This is a separate 1-2 page document in the form of a letter of support); 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 of accomplishments may not exceed **TWO (2) pages** in length.

Specific items for Excellence in RESEARCH / CREATIVE ENDEAVOR nominations in the summary of accomplishments for nominees in this area should cover only the last **5 academic years (2015-2020)** 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 academic years (2015-2020)** 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

NB: Letters nominating a department chair for the service award need to make it clear in the letter how the specific service rendered goes above and beyond departmental chair duties.

3. An **abbreviated curriculum vita** prepared by the nominee (not more than two pages); 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 (not more than **two pages**).

- 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 8.5x11in 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 one form to the chair of the Faculty Senate University Affairs Committee:
  - A complete electronic copy as a single PDF file containing all nomination materials uploaded to <https://airtable.com/shrcUeyUMekkltx5z> (Dr. William Taylor also placed the link in the email that called for nominations).
  - Nominations must adhere to the page limits and formats in order to ensure an objective review process for all nominees. Any applications that do not adhere to guidelines will receive a standard deduction.
  - Members of the University Affairs Committee of Faculty Senate will confirm that each nomination contains the proper materials to move to the next step. If a member of the University Affairs Committee is a nominee for this award, he/she will not participate in the confirmation of nomination packets containing the proper materials.

**DUE DATE** (see attached timeline calendar)

Faculty nominations are due to the University Affairs Committee Chair by the **second Friday in March (or the Friday before Spring Break, whichever comes first)**.

#### SELECTION COMMITTEES

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

- **Solicitation of Nominations.** In the spring semester of each academic year, the Faculty Senate will solicit nominations from departments. Nominations will be due to the University Affairs Committee Chair of Faculty Senate by the **second Friday in March** (or the Friday before Spring Break, whichever comes first) by 4:00 p.m.

- **Composition of the Semi-Finalist Selection Committee.** The Faculty Senate will create a Semi-Finalist Selection Committee comprised of all Senators who are not part of the Executive Committee. The Semi-Finalist Selection Committee will review all submitted nominations. The committee will choose 5 faculty members from each category (5 Teaching, 5 Research, 5 Service) regardless of college affiliation. These winners will receive a \$500 President’s Faculty Excellence Semi-Finalist Award. If one of the faculty senators is a nominee, the senator will not participate in the selection process for that category.
- **Composition of the University Level Review Committee.** The Senate Executive Committee will then review the 15 College Level Award winners and choose 1 faculty winner in each category (1 Teaching, 1 Research, 1 Service). Winners of the President’s Award for Faculty Excellence will receive an award of \$2,500. The chair of the Faculty Senate Academic Affairs Committee will serve as the *ex-officio* chair of this committee. If one of the senators on this committee is a nominee in any area for that year, the Faculty Senate president will appoint another senator.
- **Review and Selection Process- Semi-Finalist Level**  
The chair of the University Affairs Committee will send a .pdf file for each nominee via email to each Semi-Finalist Selection Committee member. The Semi-Finalist Selection Committee will begin reviewing nominations for the President’s Excellence Award Semi-Finalist Winners on the second Friday in March (or the Friday before spring break, whichever comes first). The committee will select five (5) outstanding faculty Semi-Finalist Award winners in each area. After the selections are made, the Semi-Finalist Selection Committee will send names of the semi-finalist winners to the respective Academic College Deans, Provost/Vice President for Academic Affairs, the University President, and the Faculty Senate Executive Committee Selection Chair.
- **Review and Selection Process – University Level**  
The FS Executive Committee will select a single exemplary finalist in each area. 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/Endorsement from the Provost/Vice President for Academic Affairs to the President**  
After the university level 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 semi-finalist level awardees will be announced and will receive a monetary award of \$500 along with a plaque of recognition.
  - The university level finalists 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** and the ASU President’s Award for Faculty Excellence winners 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.