

## ANNUAL FACULTY AWARD GUIDELINES AND PROCESS

### COLLEGE OF ARTS AND SCIENCES

#### **General Guidelines-**

- The intent of these awards is to recognize full-time faculty demonstrating evidence of significant accomplishments and excellence in teaching, research, creative activity, service, and advising during a given calendar year.
- A maximum of two awards will be given each year in teaching, along with one in research, one in creative activity, one in service, and one in advising. However, if the committee does not believe the submitted applications meet the perceived standard, they may elect to not make a particular award.
- Any member of the "General Faculty" as defined in Article II. A. of the Constitution of the Faculty Senate are eligible for these awards.
- Recipients must have completed a minimum of three years of full-time service to Pittsburg State University.
- There is no limit on the number of times a faculty member may receive an award; however, faculty cannot receive an award in more than one category during the same year and may not receive the same award until the third year following receipt of a previous award in a particular area.
- During a given year, faculty may apply for an award in more than one category; however, separate applications must be submitted.
- Each award includes a \$500 stipend. The two teaching awards are funded by the PSU Foundation and the others are funded by Arts and Sciences Foundation account.
- Awards are presented each Spring Semester during the annual Arts and Sciences General Faculty meeting.

#### **Selection Committee Membership-**

- The Selection Committee is comprised of five tenured, ranked faculty.
- Members are selected by the Dean to serve on the committee in a given year. Selections occur after all applications for that year are submitted.
- Members may not be a candidate for an award during the year they serve on the committee
- Department Chairs/School Directors are not eligible to serve on the Selection Committee.
- The committee will select a Chair from among members.

**Qualities of Excellence-** The following items should be used as general guidelines when preparing and evaluating award applications. These qualities simply are suggestions and illustrative activities for the Selection Committee to consider and not absolute requirements or any type of "checklist." The Selection Committee is free to make judgements of quality and apply weights to particular activities they believe appropriate when making selections.

#### ***PSU Foundation Excellence in Teaching Awards:***

- student performance indicating significant successful learning outcomes.
- peer review of teaching.
- fostering and modeling civic discourse and intellectual curiosity.
- promoting lifelong learning and openness to diverse ideas.
- reinforcing critical thinking and active student involvement in the learning process.

- obtaining funding for support of teaching and learning innovations.
- integrating technology into the learning process.
- mentoring student research.
- scholarship in teaching, including scholarly presentations on campus, at professional conferences, and in the community.
- publication in teaching journals.
- assessing the effectiveness of new learning technologies.
- publishing ancillary text materials to accompany published textbooks.
- compiling custom texts or reading packages for classes.

***Excellence in Research Award:***

- high quality scholarly monographs or books advancing knowledge and understanding in a discipline.
- original research findings published in scholarly journals, indicated as refereed and non-refereed.
- a record of mentoring student research with presented or published outcomes.
- presentation of original research findings at regional, national, and/or international conferences.
- published textbooks summarizing existing research.
- published literature reviews or position papers.
- presentations of integrative or applied research at a professional venue.
- grants or other funding for support of research.

***Excellence in Creative Activity Award:***

- original work – either by individual effort or artistic collaboration -- of significant scope.
- disseminated to the public via performance, presentation, publication, readings, broadcast or exhibit as appropriate to the discipline.
- peer or professionally reviewed, commissioned, accepted, juried or invited as appropriate to discipline.
- competitive awards received -- recognized as appropriate to discipline.
- grants or other funding awarded to recognize or support creative activity.

***Excellence in Service Award:***

- significant involvement in the University's governance process through committees and other roles.
- demonstrated impactful service to professional associations.
- tangible service outcomes requiring extraordinary time and effort.
- concrete service outcomes providing significant impact to the University or community.
- substantial leadership roles in service activities.
- engaging in non-compensated professional community service and unpaid consulting.
- obtaining funding to support service.
- publications or conference presentations describing and analyzing significant service activity.

***Excellence in Advising Award:***

- results of administered student advising quality and satisfaction surveys.
- demonstrated and implemented knowledge of campus information and resources for assisting and promoting student success.

- a record of understanding academic major, minor, and career-related information.
- a record of understanding PSU academic policies.
- evidence of advising as a priority activity in the faculty member's workload.
- use of innovative advising techniques and/or development of advising materials or systems.
- established and demonstrated accessibility to advisees and effective use of available time with advisees.
- proven efforts to create positive relationships with students.
- participation in advisor training, advising development programs, and/or consistent efforts to improve advising.
- publications or professional presentations on academic advising.
- external funding to support advising.

### **Application and Nomination Process-**

Award applications from full-time faculty should include:

**Cover Letter** not to exceed two pages with 12-point font. The letter should state which award the applicant seeks and provide a narrative describing the significance and/or impact of exemplary accomplishments in that area during the past calendar year.

**List**, not to exceed two pages with 12-point font, of excellence indicators, significant, and/or impactful activities and outcomes during the calendar year in the area for which an award is sought. The Selection Committee reserves the right to request additional information.

Award applicants also are welcome to include up to three letters of support from peers, students, administrators, or others.

**Award applications should be submitted to the Dean's office by the date specified each year. The Dean's office will convene the Selection Committee and oversee the award selection process. Awards are presented at the Arts and Sciences General Faculty meeting during the Spring Semester.**