OUTSTANDING FACULTY AWARDS COMMITTEE

PROCEDURES

1.   Only one letter of nomination is needed to place a candidate's name in nomination.

2.   Materials will be mailed to and maintained by the Office of the Associate Vice President for Academic Affairs. A subcommittee appointed by the Chairperson will review the folders for completeness of materials and compliance with the following procedures before review by entire Committee.

3.   Letters of nomination will not be included in the review process.

4.   The Committee will request a letter of recommendation from the Departmental Chairperson.

5.   The nominees for the Teaching Award will be asked to provide:

        a.   A list of not more than five names to be contacted by the Committee for support/recommendation. (faculty, peers, students, former students or any other reference person).

        b.   Computer reports of student evaluations that have been required by University regulations for the last two years.*

        c.   Annual Departmental Evaluation for the last two years.*

        d.   Vita of not more than five pages. If more than five pages are submitted, only the first five pages are included in the dossier.

        e.   Agreement of Responsibility for the last two years.*

        f.   Grade distribution reports for all courses taught during the last two years.

6.   The nominees for the Professional Service Award will be asked to provide:

        a.   Not more than three names of those persons to be contacted for support of the nomination.

        b.   Documentation of service to the university community in non-teaching, non-research capacity.

        c.   Vita of not more than five pages. If more than five pages are submitted, only the first five pages are included in the dossier.

*In the event that the faculty member has been on leave of absence, faculty exchange or otherwise not teaching for one of the previous three years, the Committee will consider data for any two of the preceeding three years.

7. <u>Time Frame</u>

    a.   Call for nominations 1st week of spring semester. To be published in the TECH TIMES and ORACLE,

    b.   Reminders to be sent to all Department Chairpersons by Committee Chairperson 1st week of spring semester.

    c.   Nominations closed by the end of 4th week of spring semester.

    d.   Nominees to be notified and materials to be submitted by Friday the week after spring break.

    e.   Committee to review materials and rank nominees by 2nd week in April.

    f.   Committee to meet 3rd week in April to review ranking and tabulate the results. The results will be certified by the Associate Vice President for Academic Affairs.

Dated: November 1988
Amended: January 19, 1989 – Academic Council
        Outstanding Faculty Awards Committee – (Ed.Chg.) May 25, 1989
        Academic Council – (5.3) January 30, 2002