

2 11-04

3 April 19, 2011
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56 **Policy on Faculty Awards (PFA)**7 (This Policy Statement supersedes Supersedes PS 03-08, Academic Procedures AS-719-98/FPPC and
8 AS 716-98/FPPC, current Council and Committee charges and University Practice)
910 This policy statement was recommended by the Academic Senate on December 9, 2010
11 and approved by the President on March 4, 2011.
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1314 **1.0 INTRODUCTION**15 California State University, Long Beach recognizes and honors faculty of the University for their varied contributions
16 to our academic mission. The recipients of these awards are individuals who have shown exceptional performance.
17 Each award has its own administrative procedures governing the nomination and selection processes. In any year, a
18 candidate shall not apply for more than one award.
1920 **2.0 ADMINISTRATION**21
22 2.1 The Faculty Personnel Policies Council (FPPC) will develop, recommend, and review the Policy on Faculty Awards.23 2.2 A University Awards Committee, a subcommittee of the Faculty Personnel Policies Council, will select recipients of
24 the following awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award,
25 the Distinguished Faculty Scholarly and Creative Achievement Award, the Distinguished Faculty Teaching Award, the
26 Distinguished Faculty Advising Award, the Early Academic Career Excellence Award, the Legacy Lecturer, and any
27 other awards designated by the Academic Senate.

28 2.3 The University Awards Committee shall be comprised of eight (8) members:

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- 30 • The Academic Senate Nominating Committee shall choose five (5) past recipients of these awards from different
31 colleges to serve;
 - 32 • One (1) member shall be selected by the University Scholarly and Creative Activities Committee from its current
33 members; and
 - 34 • One (1) member shall be selected by the FPPC from its current members.
 - 35 • One (1) student member, selected by the ASI to review application materials and vote for the Distinguished Faculty
36 Teaching Award and Distinguished Faculty Advisor Award only.

37 Members of the University Awards Committee shall serve two year staggered terms.
3839 **3.0 AWARDS AND PROCEDURE**40
41 3.1 Eligibility: Each award has unique eligibility criteria. Unless otherwise specified, any non-retired Unit Three faculty
42 member is eligible. Retirement during the academic year does not forfeit eligibility for that year.43 3.2. Call for Nomination. The Chair of the Academic Senate working with the Provost's Office will solicit nominations from
44 the entire campus community for each of the awards. Deadlines, application procedures, and award criteria will be
45 listed on the Academic Senate web site.46 3.3 In any year, the University Awards Committee may choose not to grant an award in any or all categories.
4748 **4.0 OUTSTANDING PROFESSOR AWARD**
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- 50 4.1 Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward, and publicly
51 acknowledge outstanding professorial performance. This award is the only award given by California State University,
52 Long Beach that recognizes excellence in all three of the following areas: instruction and instructionally related
53 activities, scholarly and creative activities, and professional service. There are no more than three awards granted
54 annually.
- 55 4.2 Eligibility: Eligible candidates for the award are Unit 3 employees at the Associate level or above, or equivalent rank or
56 range. A significant portion of the nominee's accomplishments must have been achieved while a faculty member at
57 California State University, Long Beach. Past recipients of the Outstanding Professor Award at this University are not
58 eligible for this award.
- 59 4.3 Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty, staff,
60 administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given
61 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief
62 rationale for the nomination. Nomination letters shall be submitted to the Academic Senate office.
- 63 4.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions, must be
64 demonstrated in each area of professional responsibility: Instruction and Instructionally Related Activities, Scholarly and
65 Creative Activities and Professional Service. Examples of these accomplishments may be found within the application
66 packet available at the Academic Senate Office.
- 67 4.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of
68 the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate
69 Office that addresses the award criteria (see application packet). Nominees should submit:
- 70 • A completed Application Form;
 - 71 • A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories: teaching,
72 scholarship, and service;
 - 73 • A current curriculum vitae;
 - 74 • One set of exemplary teaching materials;
 - 75 • One example of recent scholarly/creative activity
- 76 4.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of
77 the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate.
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79 **5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD**

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- 81 5.1 Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982, is designed to
82 encourage, reward, and publicly acknowledge sustained excellence in scholarly and creative achievement by members
83 of the University's faculty. The award recognizes excellence in the visual and performing arts, in the publication of
84 scholarly work, in the completion of research and sponsored projects, and in the development of new and innovative
85 ideas in research and problem solving.
- 86 5.2 Eligibility: All faculty are eligible for the award. Nominees must have been employed by the University for a minimum
87 of five years. The award is based on a candidate's achievements while a faculty member of California State University,
88 Long Beach. A period of 10 years must have elapsed before a past recipient of this award is eligible for it again.
- 89 5.3 Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievements Award may be submitted
90 by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for
91 this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee
92 and shall provide a brief rationale for the nomination. Nomination letters shall be submitted to the Academic Senate
93 Office.
- 94 5.4 Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be
95 demonstrated. Examples of scholarly and creative accomplishments may be found within the application packet
96 available at the Academic Senate Office.
- 97 5.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the
98 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required
99 materials to the Dean of their college. Materials needed for submission include:

- 100 • A completed Application Form;
- 101 • A 3-5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation
- 102 to
- 103 the award criteria;
- 104 • A current curriculum vitae; and
- 105 • Up to 5 examples of scholarly and creative achievements.
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- 107 5.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the
- 108 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
- 109 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation
- 110 and ranking, to the Academic Senate Office .
- 111 5.7 College Award Committee: The membership of, and the mechanism for the selection of, a College's Award Committee
- 112 will be determined by the Faculty Council of that College.
- 113 5.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the
- 114 award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the
- 115 award recipient(s) shall be forwarded to the Chair of the Academic Senate .
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117 **6.0 DISTINGUISHED FACULTY TEACHING AWARD**

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- 119 6.1 Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage, reward, and
- 120 publicly acknowledge sustained excellence in teaching by members of the University's faculty, including tenured and
- 121 probationary faculty, lecturers and librarians.
- 122 6.2 Eligibility: Eligible candidates for the award are all faculty. Nominees must have been employed by the University for a
- 123 minimum of five years. To be considered, nominees must have completed a minimum of 90 teaching units or an
- 124 equivalent assignment relative to the University's instructional mission. A period of 10 years must elapse before a
- 125 recipient is again eligible for this award.
- 126 6.3 Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by university faculty, staff,
- 127 administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given
- 128 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief
- 129 rationale for the nomination. Nomination letters shall be submitted to the Academic Senate Office. .
- 130 6.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution must be
- 131 demonstrated in instruction and instructionally-related activities. Nominees shall be evaluated on submitted materials
- 132 that explain their pedagogical approaches and methods, their professional growth in teaching, and their contributions to
- 133 student learning and development. Examples can be found in the application packet available in the Academic Senate
- 134 Office.
- 135 6.5 Submission: Nominees for this award are notified of the nomination and provided with application guidelines by the
- 136 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the
- 137 required materials to the Dean of the college. Materials needed for submission include:
- 138 • A completed Application Form,
- 139 • A 3-5 page summary statement by the nominee highlighting his/her teaching in relation to the award criteria;
- 140 • A current curriculum vitae;
- 141 • From one class, chosen and currently taught by the nominee;
- 142 • Class syllabus;
- 143 • All materials used to assess student learning;
- 144 • A complete set of course supplementary instructional materials;
- 145 • A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of three (3);
- 146 • Up to a total of five (5) letters of support addressing the quality of instruction of the nominee from faculty, students,
- 147 and/or other sources; and
- 148 • Summary report of Student Evaluations of Instructor for all classes that were evaluated for the last five (5) years.
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- 150 6.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the
151 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
152 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation
153 and ranking, to the Academic Senate Office .
- 154 6.7 See 5.7 for information concerning the College Awards Committee.
- 155 6.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the
156 award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the
157 award recipient(s) shall be forwarded to the Chair of the Academic Senate .

159 **7.0 DISTINGUISHED FACULTY ADVISING AWARD**

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- 161 7.1 Purpose: The Distinguished Faculty Advising Award, established in 2008, is designed to encourage, reward, and
162 publicly acknowledge sustained excellence in advising by members of the University's faculty. This award is designed
163 to honor those who have consistently demonstrated their dedication and skill in service to their advisees. Nominees
164 shall be evaluated based on evidence of effective advising qualities and practices that distinguish the nominee as an
165 outstanding academic adviser.
- 166 7.2 Eligibility: Eligible candidates for the award are all faculty. Since this award is designed to honor consistent and
167 sustained advising, as well as the relationship between advising and degree completion, candidates must demonstrate
168 a minimum of three years service as a faculty advisor.
- 169 7.3 Nomination: Nominations for the Distinguished Faculty Advising Award may be submitted by university faculty, staff,
170 administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given
171 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief
172 rationale for the nomination. Nomination letters are due at the Academic Senate Office .
- 173 7.4 Evaluation Criteria: A record of excellent and committed service, including the significance of the nominee's impact on
174 students' success, and demonstrated skills in areas of advising. The quality of performance will be the primary
175 consideration. Examples can be found in the application packet available in the Academic Senate Office.
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- 177 7.5 Submission: Candidates who accept their nomination shall submit an application and the required materials to the
178 Academic Senate Office . Materials needed for submission are:
- 179 • A completed Application Form;
 - 180 • Up to a total of ten letters of support addressing the quality of advising of the nominee from faculty, students, and/or
181 alumni;
 - 182 • A 3-5 page summary statement by the nominee highlighting his/her advising in relation to the above criteria;
 - 183 • Evidence from graduating seniors and/or alumni that the candidate's advising significantly impacted student success.
- 184 7.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of
185 the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate .

187 **8.0 EARLY ACADEMIC CAREER EXCELLENCE AWARD**

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- 189 8.1 Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to recognize the
190 outstanding and extraordinary academic and professional achievements of a faculty member, at the early career stage,
191 who has made major contributions to the profession and University by bringing distinction to the University. No more
192 than three awards are granted annually.
- 193 8.2 Eligibility: Eligible candidates for the award are at the Assistant or Associate Professor level (or equivalent rank for
194 librarians and counselors) and in the first 5 years of employment at CSULB. The major accomplishments which make
195 the nominee eligible for this award must have been achieved while a faculty member is in residence at California State
196 University, Long Beach.
- 197 8.3 Nomination: Nominations for the Early Academic Career Excellence Award may be submitted by University faculty,
198 staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given
199 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief

- 200 rationale for the nomination. Nomination letters shall be due at the Academic Senate Office .
- 201 8.4 Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance of the nominee's
- 202 contributions to the field and the University, demonstrated in three areas of professional responsibility: Instruction and
- 203 Instructionally-Related Activities, Scholarly and Creative Activities, and Professional Engagement and Service.
- 204 Examples of these accomplishments may be found within the application packet available at the Academic Senate
- 205 Office.
- 206 8.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of
- 207 the Academic Senate. Candidates who accept their nomination shall submit an application and the required
- 208 documentation to the Dean of the College . Nominees should submit:
- 209 • A completed Application Form;
- 210 • A 3-5 page summary statement highlighting the major contribution that make the nominee eligible for this award as
- 211 well as other accomplishments in all three categories of teaching, scholarship, and service;
- 212 • A current curriculum vitae;
- 213 • Up to five examples of achievements.
- 214 8.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the
- 215 College Awards Committee. The College Awards Committee shall review and rank the submissions. The College
- 216 Awards Committee shall then forward the nominees' submitted materials, along with the Committee's evaluation,
- 217 recommendation, and ranking, to the Academic Senate .
- 218 8.7 College Award Committee: See 5.7 for information concerning the College Awards Committee.
- 219 8.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the
- 220 award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the
- 221 award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced .
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223 **9.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD**

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- 225 9.1 Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge publicly and
- 226 reward significant contributions to the principle and practice of shared governance at California State University, Long
- 227 Beach. The award shall be presented to the recipient at a scheduled Academic Senate meeting before the end of the
- 228 spring semester. The recipient of the Award shall be publicly recognized at the university's fall convocation. There is
- 229 only one award granted annually.
- 230 History: This award was first presented on April 27, 1989 due to the generosity of an anonymous donor. The donor
- 231 requested that the first recipient of the award be Professor Ben Cunningham, Journalism, and Chair of the Academic
- 232 Senate. In 1991-92, based on an Academic Senate Resolution, it was renamed the Nicholas Perkins Hardeman
- 233 Academic Leadership Award. Since 1993-94 the award has been given on behalf of the Presidents' Associates,
- 234 since funds from the endowment given by the anonymous donor were no longer available.
- 235 9.2 Eligibility. All faculty, including emeriti faculty (within 5 years of the date of retirement), with the exception of previous
- 236 award recipients, are eligible. Nominees must have been employed by the University for a minimum of five years.
- 237 9.3 Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by university faculty, staff,
- 238 administrators, students, and alumni/ae. Nominators may nominate only one candidate for this award in a given
- 239 academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief
- 240 rationale for the nomination. Nomination letters are due to the Academic Senate .
- 241 9.4 Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership; examples can be
- 242 found the application packet available at the Academic Senate Office.
- 243 9.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the
- 244 Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the
- 245 required materials to the Academic Senate Office . Material should include:
- 246 • A completed Application Form;
- 247 • A current curriculum vitae;
- 248 • A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria; and
- 249 • Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty,

250 students, administrators, and outside references.
251 9.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The Committee
252 shall consider quality and uniqueness of contributions, not merely quantity of service. The name of the award recipient
253 shall be forwarded to the Executive Committee of the Academic Senate . The selection of the award winner shall be
254 announced by the Chair of the Academic Senate .
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256 **10.0 LEGACY LECTURER**

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258 10.1 Purpose: The Legacy Lecture series provides an opportunity for honorees to address the University community
259 sharing their wisdom, values, and visions as educators. Honorees are selected based on the legacy they leave to the
260 campus.

261 History: The Legacy Lecture Series began in 1992. Co-sponsors have been the Office of the President, Academic
262 Affairs, Academic Senate, Faculty Center for Professional Development, and University Interfaith Center. Financial
263 supporters have been the Office of the President, Faculty Center for Professional Development, and University
264 Interfaith Center. The series has provided an opportunity for faculty to address the key experiences and values that
265 have shaped their lives as educators and scholars-and to share their visions for the future.

266 10.2 Eligibility: Full and part-time faculty (including librarians, coaches, and counselors), emeriti faculty, and administrators
267 are eligible.

268 10.3 Nomination: The spirit of the Legacy Lecture is non-competitive. It is not an award, but an honor. The University
269 Awards Committee is encouraged to think broadly across the campus community to select Legacy Lecturers who have
270 left or will leave a significant history of contributions to the University.

271 10.4 Evaluation Criteria: Legacy Lecturers are those individuals who have demonstrated a commitment to the University
272 and the wider community and are respected by their colleagues and students. Legacy Lecturers have a message to
273 share with the University community to help us reflect on our past and think about our future.

274 10.5 Selection: The University Awards Committee shall select a Legacy Lecturer in the fall semester to give a Lecture in
275 the following fall semester. This is an occasion for celebrating and reflecting on what it means to be a teacher.

276 10.6 The Event: The Lecture is open to the campus and the community. It is held on campus in the fall. The Lecture is
277 about 20 to 30 minutes long. A reception, organized by the Faculty Center for Professional Development, follows the
278 Lecture and the menu is chosen by the Lecturer.
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281 EFFECTIVE: Immediately