

Policy on Faculty Awards (PFA)

(This Policy Statement supersedes Supersedes PS 03-08, Academic Procedures AS-719-98/FPPC and AS 716-98/FPPC, current Council and Committee charges and University Practice)

This policy statement was recommended by the Academic Senate on April 17, 2008 and approved by the President on April 28, 2008.

1.0 INTRODUCTION.

California State University, Long Beach recognizes and honors faculty of the University for their varied contributions to our academic mission. The recipients of these awards are individuals who have shown exceptional performance. Each award has its own administrative procedures governing the nomination and selection processes. In any year, a candidate shall not apply for more than one award.

2.0 ADMINISTRATION.

2.1 The Faculty Personnel Policies Council (FPPC) will develop, recommend, and review the Policy on Faculty Awards.

2.2 A University Awards Committee, a subcommittee of the Faculty Personnel Policies Council, will select recipients of the following awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award, the Distinguished Faculty Scholarly and Creative Achievement Award, the Distinguished Faculty Teaching Award, the Distinguished Faculty Advising Award, the Early Academic Career Excellence Award, the Legacy Lecturer, and any other awards designated by the Academic Senate.

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

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

Members of the University Awards Committee shall serve two year staggered terms.

3.0 AWARDS AND PROCEDURE

3.1 Eligibility: Each award has unique eligibility criteria. Unless otherwise specified, any non-retired Unit Three faculty member is eligible. Retirement during the academic year does not forfeit eligibility for that year.

3.2. Call for Nomination. The Chair of the Academic Senate working with the Provost's Office will make a call to the entire campus community soliciting nominations for each of the awards. Deadlines, application procedures, and award criteria will be listed on the Academic Senate web site.

3.3. Award Timetable.

Announcement of awards; solicitation of nominations	October 15th
Nominations are due	November 15th
Supporting materials are submitted by nominees who accept their nomination	2nd Monday in February

College recommendations
Awards Committee Decision – Outstanding Professor
decision for the Hardeman Award
Announcement of all Faculty Awards on or before

1st Monday in March
1st Monday in March
1st Monday in March
April 15th

3.4 Annual Award: In any year, the University Awards Committee may choose not to grant an award in any or all categories.

4.0 OUTSTANDING PROFESSOR AWARD

4.1 Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward, and publicly acknowledge outstanding professorial performance. This award is the only award given by California State University, Long Beach that recognizes

excellence in all three of the following areas: instruction and instructionally related activities, scholarly and creative activities, and professional service. There are no more than three awards granted annually.

4.2 Eligibility: Eligible candidates for the award are Unit 3 employees at the Associate level or above, or equivalent rank or range. A significant portion of the nominee's accomplishments must have been achieved while a faculty member at California State University, Long Beach. Past recipients of the Outstanding Professor Award at this University are not eligible for this award.

4.3 Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be due at the Academic Senate Office no later than November 15th.

4.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions, must be demonstrated in each area of professional responsibility: Instruction and Instructionally Related Activities, Scholarly and Creative Activities and Professional Service. Examples of these accomplishments may be found within the application packet available at the Academic Senate Office.

4.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit documentation to the Academic Senate Office that addresses the award criteria on or before the second Monday of February (see application packet). Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories: teaching, scholarship, and service;
- A current curriculum vitae;
- One set of exemplary teaching materials;
- One example of recent scholarly/creative activity

4.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate on or before the first Monday in March. The selection of the award winner(s) shall be announced on or before April 15th.

5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD

5.1 Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982, is designed to encourage, reward, and publicly acknowledge sustained excellence in scholarly and creative achievement by members of the University's faculty. The award recognizes excellence in the visual and performing arts, in the publication of scholarly work, in the completion of research and sponsored projects, and in the development of new and innovative

ideas in research and problem solving.

5.2 Eligibility: All faculty are eligible for the award. Nominees must have been employed by the University for a minimum of five years. The award is based on a candidate's achievements while a faculty member of California State University, Long Beach. A period of 10 years must have elapsed before a past recipient of this award is eligible for it again.

5.3 Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievements Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office on or before November 15.

5.4 Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be demonstrated. Examples of scholarly and creative accomplishments may be found within the application packet available at the Academic Senate Office.

5.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Dean of their college on or before the second Monday in February. Materials needed for submission include:

- A completed Application Form;
- A 3-5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation to the award criteria;
- A current curriculum vitae; and
- Up to 5 examples of scholarly and creative achievements.

5.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate by the first Monday in March.

5.7 College Award Committee: The membership of, and the mechanism for the selection of, a College's Award Committee will be determined by the Faculty Council of that College.

5.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced on or before April 15th.

6.0 DISTINGUISHED FACULTY TEACHING AWARD

6.1 Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage, reward, and publicly acknowledge sustained excellence in teaching by members of the University's faculty, including tenured and probationary faculty, lecturers and librarians.

6.2 Eligibility: Eligible candidates for the award are all faculty. Nominees must have been employed by the University for a minimum of five years. To be considered, nominees must have completed a minimum of 90 teaching units or an equivalent assignment relative to the University's instructional mission. A period of 10 years must elapse before a recipient is again eligible for this award.

6.3 Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office on or before November 15.

6.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution must be

demonstrated in instruction and instructionally-related activities. Nominees shall be evaluated on submitted materials that explain their pedagogical approaches and methods, their professional growth in teaching, and their contributions to student learning and development. Examples can be found in the application packet available in the Academic Senate Office.

6.5 Submission: Nominees for this award are notified of the nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Dean of the college on or before the second Monday in February. Materials needed for submission include:

- A completed Application Form,
- A 3-5 page summary statement by the nominee highlighting his/her teaching in relation to the award criteria;
- A current curriculum vitae;
- From one class, chosen and currently taught by the nominee:
 - Class syllabus;
 - All materials used to assess student learning;
 - A complete set of course supplementary instructional materials.
- A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of three (3);
- Up to a total of five (5) letters of support addressing the quality of instruction of the nominee from faculty, students, and/or other sources; and
- Summary report of Student Evaluations of Instructor for all classes that were evaluated for the last five (5) years.

6.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office by the first Monday in March.

6.7 See 5.7 for information concerning the College Awards Committee.

6.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced on or before April 15th.

7.0 DISTINGUISHED FACULTY ADVISING AWARD

7.1 Purpose: The Distinguished Faculty Advising Award, established in 2008, is designed to encourage, reward, and publicly acknowledge sustained excellence in advising by members of the University's faculty. This award is designed to honor those who have consistently demonstrated their dedication and skill in service to their advisees. Nominees shall be evaluated based on evidence of effective advising qualities and practices that distinguish the nominee as an outstanding academic adviser.

7.2 Eligibility: Eligible candidates for the award are all faculty. Since this award is designed to honor consistent and sustained advising, as well as the relationship between advising and degree completion, candidates must demonstrate a minimum of three years service as a faculty advisor.

7.3 Nomination: Nominations for the Distinguished Faculty Advising Award may be submitted by university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate Office on or before November 15.

7.4 Evaluation Criteria: A record of excellent and committed service, including the significance of the nominee's impact on students' success, and demonstrated skills in areas of advising. The quality of performance will be the primary

consideration. Examples can be found in the application packet available in the Academic Senate Office.

7.5 Submission: Candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office on or before the second Monday in February. Materials needed for submission are:

- A completed Application Form;
- Up to a total of ten letters of support addressing the quality of advising of the nominee from faculty, students, and/or alumni;
- A 3-5 page summary statement by the nominee highlighting his/her advising in relation to the above criteria;
- Evidence from graduating seniors and/or alumni that the candidate's advising significantly impacted student success.

7.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The name(s) of the award recipient(s) shall be forwarded to the Executive Committee of the Academic Senate on or before the first Monday in March. The selection of the award winner(s) shall be announced on or before April 15th.

8.0 EARLY ACADEMIC CAREER EXCELLENCE AWARD

8.1 Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to recognize the outstanding and extraordinary academic and professional achievements of a faculty member, at the early career stage, who has made major contributions to the profession and University by bringing distinction to the University. No more than three awards are granted annually.

8.2 Eligibility: Eligible candidates for the award are at the Assistant or Associate Professor level (or equivalent rank for librarians and counselors) and in the first 5 years of employment at CSULB. The major accomplishments which make the nominee eligible for this award must have been achieved while a faculty member is in residence at California State University, Long Beach.

8.3 Nomination: Nominations for the Early Academic Career Excellence Award may be submitted by University faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall be due at the Academic Senate Office no later than November 15th.

8.4 Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance of the nominee's contributions to the field and the University, demonstrated in three areas of professional responsibility: Instruction and Instructionally-Related Activities, Scholarly and Creative Activities, and Professional Engagement and Service. Examples of these accomplishments may be found within the application packet available at the Academic Senate Office.

8.5 Submission: Nominees for this award shall be notified of their nomination and provided with guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit an application and the required documentation to the Dean of the College on or before the second Monday in February. Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the major contribution that make the nominee eligible for this award as well as other accomplishments in all three categories of teaching, scholarship, and service;
- A current curriculum vitae;
- Up to five examples of achievements.

8.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall be sent to the College Awards Committee. The College Awards Committee shall review and rank the submissions. The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's evaluation, recommendation, and ranking, to the Academic Senate by the first Monday in March.

8.7 College Award Committee: See 5.7 for information concerning the College Awards Committee.

8.8 Review by the University Awards Committee: The University Awards Committee shall make the final selection of the award recipient(s) from the ranked nominees forwarded by the College Awards Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic Senate and shall be announced on or before April 15th.

9.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD

9.1 Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge publicly and reward significant contributions to the principle and practice of shared governance at California State University, Long Beach. The award shall be presented to the recipient at a scheduled Academic Senate meeting before the end of the spring semester. The recipient of the Award shall be publicly recognized at the university's fall convocation. There is only one award granted annually.

History: This award was first presented on April 27, 1989 due to the generosity of an anonymous donor. The donor requested that the first recipient of the award be Professor Ben Cunningham, Journalism, and Chair of the Academic Senate. In 1991-92, based on an Academic Senate Resolution, it was renamed the Nicholas Perkins Hardeman Academic Leadership Award. Since 1993-94 the award has been given on behalf of the Presidents' Associates, since funds from the endowment given by the anonymous donor were no longer available.

9.2 Eligibility. All faculty, including emeriti faculty (within 5 years of the date of retirement), with the exception of previous award recipients, are eligible. Nominees must have been employed by the University for a minimum of five years.

9.3 Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by university faculty, staff, administrators, students, and alumni/ae. Nominators may nominate only one candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are due at the Academic Senate on or before November 15.

9.4 Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership, examples can be found the application packet available at the Academic Senate Office.

9.5 Submission: Nominees for this award are notified of their nomination and provided with application guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office on or before the second Monday in February. Material should include:

- A completed Application Form;
- A current curriculum vitae;
- A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria; and
- Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty, students, administrators, and outside references.

9.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee. The Committee shall consider quality and uniqueness of contributions, not merely quantity of service. The name of the award recipient shall be forwarded to the Executive Committee of the Academic Senate on or before the first Monday in March. The selection of the award winner shall be announced by the Chair of the Academic Senate on or before April 15th.

10.0 LEGACY LECTURER

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

History: The Legacy Lecture Series began in 1992. Co-sponsors have been the Office of the President, Academic

Affairs, Academic Senate, Faculty Center for Professional Development, and University Interfaith Center. Financial supporters have been the Office of the President, Faculty Center for Professional Development, and University Interfaith Center. The series has provided an opportunity for faculty to address the key experiences and values that have shaped their lives as educators and scholars-and to share their visions for the future.

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

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

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

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

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 about 20 to 30 minutes long. A reception, organized by the Faculty Center for Professional Development, follows the Lecture and the menu is chosen by the Lecturer.

EFFECTIVE: Fall 2008

Appendix B2:
Application Form for the
DISTINGUISHED FACULTY
SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD

Information:

Name: _____

Department: _____ College: _____

Phone No. _____ Email: _____

Checklist of materials submitted:

- A completed Application Form

- A 3-5 page summary statement by the nominee highlighting his/her scholarly and creative achievements in relation to the award criteria

- A current curriculum vitae

- Up to 5 documented exemplars of scholarly and creative accomplishments

Signature of Nominee: _____

Date: _____

Appendix C2:

Application Form for the DISTINGUISHED FACULTY TEACHING AWARD

Information:

Name: _____

Department: _____

College: _____

Phone No. _____

Email: _____

Checklist of materials submitted:

- A completed Application Form
- A 3-5 page summary statement by the nominee highlighting his/her teaching in relation to the award criteria
- A current curriculum vitae
- From one class, chosen and currently taught by the nominee:
 - Class syllabus
 - All materials used to assess student learning
 - A complete set of instructional materials for one course
- A copy of class syllabi from other classes that the nominee regularly teaches up to a maximum of 3
- Up to a total of five letters of support addressing the quality of instruction of the nominee from faculty, students, and/or other sources
- Summary report of the student evaluations of the Instructor for all courses that were evaluated in the last 5 years

Signature of Nominee: _____

Date: _____

APPENDIX D2:

Application Form for the

NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD

Information:

Name: _____

Department: _____

College: _____

Phone No. _____

Email: _____

Checklist of materials submitted:

- A completed Application Form
- A curriculum vitae
- A 3-5 page summary statement by the nominee highlighting contributions relevant to the award criteria
- Up to a total of five supporting documents that may include letters and/or evaluations that are signed by faculty, students, administrators, and outside references.

Signature of Nominee: _____

Date: _____

Appendix A2:

**Application Form for the
OUTSTANDING PROFESSOR AWARD**

Information:

Name: _____

Department: _____

College: _____

Phone No. _____

Email: _____

Checklist of materials submitted:

- A completed Application Form

- A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories: teaching, scholarship, and service

- A current curriculum vitae

- One set of exemplary teaching materials

- One exemplar of recent scholarly/creative activity

Signature of Nominee: _____

Date: _____

Appendix E2:

**Application Form for the
DISTINGUISHED FACULTY ADVISING AWARD**

Information:

Name: _____

Department: _____

College: _____

Phone No. _____

Email: _____

Checklist of materials submitted:

- A completed Application Form

- Up to a total of ten letters of support addressing the quality of advising of the nominee from faculty, students, and/or alumni

- A 3-5 page summary statement by the nominee highlighting his/her advising in relation to the above criteria

- Evidence from graduating seniors and/or alumni that the candidate's advising significantly impacted student success

Signature of Nominee: _____

Date: _____

Appendix F2:

**Application Form for the
EARLY ACADEMIC CAREER EXCELLENCE AWARD**

Information:

Name: _____

Department: _____

College: _____

Phone No. _____

Email: _____

Checklist of materials submitted:

- A completed Application Form

- A 3-5 page summary statement highlighting the major contribution that make the nominee eligible for this award as well as other accomplishments in all three categories: teaching, scholarship, and service

- A current curriculum vitae

- Up to five examples of achievements

Signature of Nominee: _____

Date: _____