

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.

43 3.2. Call for Nomination. The Chair of the Academic Senate working with the Provost's Office will make a
 44 call to the entire campus community soliciting nominations for each of the awards. Deadlines, application
 45 procedures, and award criteria will be listed on the Academic Senate web site.

46 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	1st Monday in March
Awards Committee Decision – Outstanding Professor	1st Monday in March
Decision for the Hardeman Award	1st Monday in March
Announcement of all Faculty Awards on or before	April 15th

47 3.4 Annual Award: In any year, the University Awards Committee may choose not to grant an award in
 48 any or all categories.

49 **4.0 OUTSTANDING PROFESSOR AWARD**

51 4.1 Purpose: The Outstanding Professor Award, established in 1980, is designed to encourage, reward,
 52 and publicly acknowledge outstanding professorial performance. This award is the only award given by
 53 California State University, Long Beach that recognizes excellence in all three of the following areas:
 54 instruction and instructionally related activities, scholarly and creative activities, and professional service.
 55 There are no more than three awards granted annually.

56 4.2 Eligibility: Eligible candidates for the award are Unit 3 employees at the Associate level or above, or
 57 equivalent rank or range. A significant portion of the nominee's accomplishments must have been
 58 achieved while a faculty member at California State University, Long Beach. Past recipients of the
 59 Outstanding Professor Award at this University are not eligible for this award.

61 4.3 Nomination: Nominations for the Outstanding Professor Award may be submitted by university faculty,
 62 staff, administrators, students, and alumni/ae. Any nominator may nominate only one candidate for this
 63 award in a given academic year. The letter of nomination, signed by the nominator(s), shall identify the
 64 nominee and shall provide a brief rationale for the nomination. Nomination letters shall be due at the
 65 Academic Senate Office no later than November 15th.

66 4.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contributions,
 67 must be demonstrated in each area of professional responsibility: Instruction and Instructionally Related
 68 Activities, Scholarly and Creative Activities and Professional Service. Examples of these
 69 accomplishments may be found within the application packet available at the Academic Senate Office.

70 4.5 Submission: Nominees for this award shall be notified of their nomination and provided with
 71 guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit
 72 documentation to the Academic Senate Office that addresses the award criteria on or before the second
 73 Monday of February (see application packet). Nominees should submit:

- 74 • A completed Application Form;
- 75 • A 3-5 page summary statement highlighting the nominee's accomplishments in all three categories:
 76 teaching, scholarship, and service;

- 77 • A current curriculum vitae;
- 78 • One set of exemplary teaching materials;
- 79 • One example of recent scholarly/creative activity

80 4.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each
81 nominee. The name(s) of the award recipient(s) shall be forwarded to the Executive Committee of the
82 Academic Senate on or before the first Monday in March. The selection of the award winner(s) shall be
83 announced on or before April 15th.

84 **5.0 DISTINGUISHED FACULTY SCHOLARLY AND CREATIVE ACHIEVEMENT AWARD**

86 5.1 Purpose: The Distinguished Faculty Scholarly and Creative Achievement Award, established in 1982,
87 is designed to encourage, reward, and publicly acknowledge sustained excellence in scholarly and
88 creative achievement by members of the University's faculty. The award recognizes excellence in the
89 visual and performing arts, in the publication of scholarly work, in the completion of research and
90 sponsored projects, and in the development of new and innovative ideas in research and problem solving.

91 5.2 Eligibility: All faculty are eligible for the award. Nominees must have been employed by the University
92 for a minimum of five years. The award is based on a candidate's achievements while a faculty member
93 of California State University, Long Beach. A period of 10 years must have elapsed before a past
94 recipient of this award is eligible for it again.

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96 5.3 Nomination: Nominations for the Distinguished Faculty Scholarly and Creative Achievements Award
97 may be submitted by university faculty, staff, administrators, students, and alumni/ae. Any nominator may
98 nominate only one candidate for this award in a given academic year. The letter of nomination, signed by
99 the nominator(s), shall identify the nominee and shall provide a brief rationale for the nomination.
100 Nomination letters are due at the Academic Senate Office on or before November 15.

101 5.4 Evaluation Criteria: A record of sustained excellence and the significance of the nominee's
102 contributions must be demonstrated. Examples of scholarly and creative accomplishments may be found
103 within the application packet available at the Academic Senate Office.

104 5.5 Submission: Nominees for this award are notified of their nomination and provided with application
105 guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall submit
106 an application and the required materials to the Dean of their college on or before the second Monday in
107 February. Materials needed for submission include:

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

113
114 5.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall
115 be sent to the College Awards Committee. The College Awards Committee shall review and rank the
116 submissions. The College Awards Committee shall then forward the nominees' submitted materials,
117 along with the Committee's recommendation and ranking, to the Academic Senate by the first Monday in
118 March.

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120 5.7 College Award Committee: The membership of, and the mechanism for the selection of, a College's
121 Award Committee will be determined by the Faculty Council of that College.
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123 5.8 Review by the University Awards Committee: The University Awards Committee shall make the final
124 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards
125 Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic
126 Senate and shall be announced on or before April 15th.
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128 **6.0 DISTINGUISHED FACULTY TEACHING AWARD**

129 6.1 Purpose: The Distinguished Faculty Teaching Award, established in 1986, is designed to encourage,
130 reward, and publicly acknowledge sustained excellence in teaching by members of the University's
131 faculty, including tenured and probationary faculty, lecturers and librarians.

132 6.2 Eligibility: Eligible candidates for the award are all faculty. Nominees must have been employed by
133 the University for a minimum of five years. To be considered, nominees must have completed a minimum
134 of 90 teaching units or an equivalent assignment relative to the University's instructional mission. A period
135 of 10 years must elapse before a recipient is again eligible for this award.

136 6.3 Nomination: Nominations for the Distinguished Faculty Teaching Award may be submitted by
137 university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one
138 candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s),
139 shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are
140 due at the Academic Senate Office on or before November 15th.

141 6.4 Evaluation Criteria: A record of excellence, including the significance of the nominee's contribution
142 must be demonstrated in instruction and instructionally related activities. Nominees shall be evaluated on
143 submitted materials that explain their pedagogical approaches and methods, their professional growth in
144 teaching, and their contributions to student learning and development. Examples can be found in the
145 application packet available in the Academic Senate Office.

146 6.5 Submission: Nominees for this award are notified of the nomination and provided with application
147 guidelines by the Chair of the Academic Senate. The candidates who accept their nomination shall
148 submit an application and the required materials to the Dean of the college on or before the second
149 Monday in February. Materials needed for submission include:

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

164 6.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall
165 be sent to the College Awards Committee. The College Awards Committee shall review and rank the
166 submissions. The College Awards Committee shall then forward the nominees' submitted materials, along
167 with the Committee's recommendation and ranking, to the Academic Senate Office by the first Monday in
168 March.

169 6.7 See 5.7 for information concerning the College Awards Committee.
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171 6.8 Review by the University Awards Committee: The University Awards Committee shall make the final
172 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards
173 Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic
174 Senate and shall be announced on or before April 15th.
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176 **7.0 DISTINGUISHED FACULTY ADVISING AWARD**

177 7.1 Purpose: The Distinguished Faculty Advising Award, established in 2008, is designed to encourage,
178 reward, and publicly acknowledge sustained excellence in advising by members of the University's
179 faculty. This award is designed to honor those who have consistently demonstrated their dedication and
180 skill in service to their advisees. Nominees shall be evaluated based on evidence of effective advising
181 qualities and practices that distinguish the nominee as an outstanding academic adviser.

182 7.2 Eligibility: Eligible candidates for the award are all faculty. Since this award is designed to honor
183 consistent and sustained advising, as well as the relationship between advising and degree completion,
184 candidates must demonstrate a minimum of three years service as a faculty advisor.
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186 7.3 Nomination: Nominations for the Distinguished Faculty Advising Award may be submitted by
187 university faculty, staff, administrators, students and/or alumni/ae. Any nominator may nominate only one
188 candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s),
189 shall identify the nominee, and shall provide a brief rationale for the nomination. Nomination letters are
190 due at the Academic Senate Office on or before November 15.

191 7.4 Evaluation Criteria: A record of excellent and committed service, including the significance of the
192 nominee's impact on students' success and demonstrated skills in areas of advising. The quality of
193 performance will be the primary consideration. Examples can be found in the application packet available
194 in the Academic Senate Office.

195 7.5 Submission: Candidates who accept their nomination shall submit an application and the required
196 materials to the Academic Senate Office on or before the second Monday in February. Materials needed
197 for submission are:

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

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206 7.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee.
207 The name(s) of the award recipient(s) shall be forwarded to the Executive Committee of the Academic
208 Senate on or before the first Monday in March. The selection of the award winner(s) shall be announced
209 on or before April 15th.

210 **8.0 EARLY ACADEMIC CAREER EXCELLENCE AWARD**

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212 8.1 Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to
213 recognize the outstanding and extraordinary academic and professional achievements of a faculty
214 member, at the early career stage, who has made major contributions to the profession and University by
215 bringing distinction to the University. No more than three awards are granted annually.

216 8.2 Eligibility: Eligible candidates for the award are at the Assistant or Associate Professor level (or
217 equivalent rank for librarians and counselors) and in the first 5 years of employment at CSULB. The major
218 accomplishments which make the nominee eligible for this award must have been achieved while a
219 faculty member is in residence at California State University, Long Beach.

220 8.3 Nomination: Nominations for the Early Academic Career Excellence Award may be submitted by
221 University faculty, staff, administrators, students, and alumni/ae. Any nominator may nominate only one
222 candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s),
223 shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters shall
224 be due at the Academic Senate Office no later than November 15th.

225 8.4 Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance
226 of the nominee's contributions to the field and the University, demonstrated in three areas of professional
227 responsibility: Instruction and Instructionally-Related Activities, Scholarly and Creative Activities, and
228 Professional Engagement and Service. Examples of these accomplishments may be found within the
229 application packet available at the Academic Senate Office.

230 8.5 Submission: Nominees for this award shall be notified of their nomination and provided with
231 guidelines by the Chair of the Academic Senate. Candidates who accept their nomination shall submit an
232 application and the required documentation to the Dean of the College on or before the second Monday
233 in February. Nominees should submit:

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

240 8.6 Review and Ranking by the College Awards Committee. All applications received by the Dean shall
241 be sent to the College Awards Committee. The College Awards Committee shall review and rank the
242 submissions. The College Awards Committee shall then forward the nominees' submitted materials,
243 along with the Committee's evaluation, recommendation, and ranking, to the Academic Senate by the first
244 Monday in March.

245 8.7 College Award Committee: See 5.7 for information concerning the College Awards Committee.

246 8.8 Review by the University Awards Committee: The University Awards Committee shall make the final
247 selection of the award recipient(s) from the ranked nominees forwarded by the College Awards
248 Committees. The name(s) of the award recipient(s) shall be forwarded to the Chair of the Academic
249 Senate and shall be announced on or before April 15th.

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251 **9.0 THE NICHOLAS PERKINS HARDEMAN ACADEMIC LEADERSHIP AWARD**

252 9.1 Purpose: The Nicholas Perkins Hardeman Academic Leadership Award is designed to acknowledge
253 publicly and reward significant contributions to the principle and practice of shared governance at
254 California State University, Long Beach. The award shall be presented to the recipient at a scheduled
255 Academic Senate meeting before the end of the spring semester. The recipient of the Award shall be
256 publicly recognized at the university's fall convocation. There is only one award granted annually.

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

263 9.2 Eligibility. All faculty, including emeriti faculty (within 5 years of the date of retirement), with the
264 exception of previous award recipients, are eligible. Nominees must have been employed by the
265 University for a minimum of five years.

266 9.3 Nomination: Nominations for the Hardeman Academic Leadership Award may be submitted by
267 university faculty, staff, administrators, students, and alumni/ae. Nominators may nominate only one
268 candidate for this award in a given academic year. The letter of nomination, signed by the nominator(s),
269 shall identify the nominee and shall provide a brief rationale for the nomination. Nomination letters are
270 due at the Academic Senate on or before November 15.

271 9.4 Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership,
272 examples can be found the application packet available at the Academic Senate Office.

273 9.5 Submission: Nominees for this award are notified of their nomination and provided with application
274 guidelines by the Chair of the Academic Senate. Those candidates who accept their nomination shall
275 submit an application and the required materials to the Academic Senate Office on or before the second
276 Monday in February. Material should include:

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

283 9.6 Selection: The University Awards Committee shall evaluate the evidence submitted by each nominee.
284 The Committee shall consider quality and uniqueness of contributions, not merely quantity of service. The
285 name of the award recipient shall be forwarded to the Executive Committee of the Academic Senate on or
286 before the first Monday in March. The selection of the award winner shall be announced by the Chair of
287 the Academic Senate on or before April 15th.

288 **10.0 LEGACY LECTURER**

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290 10.1 Purpose: The Legacy Lecture series provides an opportunity for honorees to address the University
291 community sharing their wisdom, values, and visions as educators. Honorees are selected based on the
292 legacy they leave to the campus.

293 History: The Legacy Lecture Series began in 1992. Co-sponsors have been the Office of the President,
294 Academic Affairs, Academic Senate, Faculty Center for Professional Development, and University
295 Interfaith Center. Financial supporters have been the Office of the President, Faculty Center for

296 Professional Development, and University Interfaith Center. The series has provided an opportunity for
297 faculty to address the key experiences and values that have shaped their lives as educators and
298 scholars-and to share their visions for the future.

299 10.2 Eligibility: Full and part-time faculty (including librarians, coaches, and counselors), emeriti faculty,
300 and administrators are eligible.

301 10.3 Nomination: The spirit of the Legacy Lecture is non-competitive. It is not an award, but an honor.
302 The University Awards Committee is encouraged to think broadly across the campus community to select
303 Legacy Lecturers who have left or will leave a significant history of contributions to the University.

304 10.4 Evaluation Criteria: Legacy Lecturers are those individuals who have demonstrated a commitment to
305 the University and the wider community and are respected by their colleagues and students. Legacy
306 Lecturers have a message to share with the University community to help us reflect on our past and think
307 about our future.

308 10.5 Selection: The University Awards Committee shall select a Legacy Lecturer in the fall semester to
309 give a Lecture in the following fall semester. This is an occasion for celebrating and reflecting on what it
310 means to be a teacher.

311 10.6 The Event: The Lecture is open to the campus and the community. It is held on campus in the fall.
312 The Lecture is about 20 to 30 minutes long. A reception, organized by the Faculty Center for Professional
313 Development, follows the Lecture and the menu is chosen by the Lecturer.

EFFECTIVE: FALL 2008

Obsolete Policy