

**POLICY ON FACULTY AWARDS (PFA)**  
(This Policy Statement supersedes PS 12-06)

This policy statement was recommended by the Academic Senate on May 14, 2020 and approved by the President on May 20, 2020.

**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 (1) 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 standing committee 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 seven (7) members, at least five (5) of whom shall be past recipients of these awards from different colleges to serve;
- 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.

2.4 The University Awards Committee chair shall submit an annual report to the FPPC (Faculty Personnel Policies Council) that includes for example any recommendations for

changes in the definitions or procedures for selecting recipients of awards listed in 2.2, and consult with FPPC as needed regarding procedure.

### **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 solicit nominations from the entire campus community for each of the awards. Deadlines, application procedures, and award criteria will be listed on the Academic Senate web site.

3. 3. 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 (3) of the following areas: instruction and instructionally related activities, scholarly and creative activities, and professional service. At most three (3) awards are 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 (1) 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 submitted to the Academic Senate office. Self-nominations are permitted.

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.

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 (see application packet).

Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the nominee's accomplishments in all three (3) categories: teaching, scholarship, and service;
- A current curriculum vitae;
- One (1) set of exemplary teaching materials;
- One (1) example of recent exemplary scholarly/creative activity;
- One (1) example of exemplary service;
- Up to a total of three (3) letters of support addressing the outstanding contributions of the nominee.

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 Academic Senate Office.

### **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. At most, four (4) awards are granted annually.

5.2. Eligibility: All Unit-3 faculty are eligible for the award. Nominees must have been employed by the University for a minimum of five (5) years. The award is based on a candidate's achievements while a faculty member of California State University, Long Beach. A period of ten (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 (1) 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 submitted to the Academic Senate Office. Self-nominations are permitted.

5.4. Evaluation Criteria: A record of sustained excellence and the significance of the nominee's contributions must be demonstrated.

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.

Materials needed for submission include:

- A completed Application Form;
- A 3-5 page summary statement by the nominee highlighting their scholarly and creative achievements in relation to the award criteria;
- A current curriculum vitae; and
- Up to 5 examples of scholarly and creative achievements.
- Up to a total of three (3) letters of support addressing the outstanding scholarly and creative activities of the nominee and the impact of their achievements on the field.

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 may choose not to recommend any nominee to the Academic Senate Office, noting their decision. The College Awards Committee shall then forward all nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office.

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 Academic Senate Office.

## **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. At most, four (4) awards are granted annually. One award is open only to lecturers, while the other three are open to both tenured/tenure-track and lecturer faculty.

6.2. Eligibility: All Unit-3 faculty are eligible. Nominees must have been employed by the University for a minimum of five (5) years. To be considered, nominees must have completed a minimum of 90 WTU or an equivalent assignment relative to the University's instructional mission. A period of ten (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 (1) 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 submitted to the Academic Senate Office. Self-nominations are permitted.

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.

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 nomination shall submit an application and the required materials to the Dean of the college. Materials needed for submission include:

- A completed Application Form,
- A 3-5 page summary statement by the nominee highlighting their teaching in relation to the award criteria;
- A current curriculum vitae;
- From one (1) 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; and 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 may choose not to recommend any nominee to the Academic Senate Office, noting their decision.

The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's recommendation and ranking, to the Academic Senate Office.

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 Academic Senate Office.

## **7.0. DISTINGUISHED FACULTY ADVISING AND MENTORING AWARD**

7.1. Purpose: The Distinguished Faculty Advising and Mentoring Award, established in 2008, is designed to encourage, reward, and publicly acknowledge sustained excellence in advising and mentoring in all forms by members of the University's faculty. Nominees shall be evaluated based on evidence of effective advising/mentoring qualities and practices in working with undergraduate or graduate students (including postbaccalaureates). Normally, there are no

more than five (5) awards granted annually.

7.2 Scope: This award distinguishes those working primarily with undergraduates versus graduate students (including postbaccalaureates). The award is also based on the recognition different kinds of advising exist, and broadly separates between advising or mentoring RSCA and academic advising. Academic advising encompasses activities that assist students as they define, plan, and achieve their educational goals.

Candidates are expected to identify their expertise and contributions within one of the following areas to be considered for this award:

- a) mentoring undergraduate research, scholarly, or creative activities [RSCA]
- b) undergraduate academic advising
- c) mentoring graduate RSCA
- d) graduate/postbaccalaureate academic advising

Although applications within these categories are encouraged, applications not fitting neatly into the categories are also awardeligible, as long as applicants demonstrate clearly how their advising or mentoring activities impact students.

7.3. Eligibility: All Unit-3 faculty are eligible. These awards are designed to honor candidates outstanding records of advising and/or mentoring over three (3) or more years.

7.4. 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 (1) 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. Self-nominations are permitted.

7.5. 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.

7.6. Submission: Candidates who accept their nomination shall submit an application and the required materials to the Academic Senate Office.

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 their advising in relation to the above criteria;
- Evidence from graduating seniors and/or alumni that the candidate's advising significantly impacted student success.

7.7. 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 Academic Senate Office.

### **8.0. EARLY ACADEMIC CAREER EXCELLENCE AWARD**

8.1. Purpose: The Early Academic Career Excellence Award, established in 2008, is designed to recognize outstanding and extraordinary academic and professional achievements of a faculty member at an early career stage. The Award recognizes individuals who have made major intellectual contributions to the profession and University and thereby have brought bringing distinction to the University. Normally, no more than three (3) awards are granted annually.

8.2. Eligibility: Eligible candidates for the award are at the rank of Assistant Professor (or equivalent rank for librarians and counselors) and in the first five (5) years of tenure-track 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 as a tenure-track faculty member 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 (1) 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. Self-nominations are permitted.

8.4. Evaluation Criteria: A record of excellent and extraordinary achievements, including the significance of the nominee's contributions to the University, demonstrated in all three (3) areas of professional responsibility: Instruction and Instructionally-Related Activities, Research and Scholarly and Creative Activities, and Professional Engagement and Service.

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.

Nominees should submit:

- A completed Application Form;
- A 3-5 page summary statement highlighting the major contribution(s) that make the nominee eligible for this award in all three (3) categories: teaching, scholarship, and service;
- A current curriculum vitae;
- Up to five (5) examples of achievements. At least one (1) example of achievement should be included from each of the three (3) areas of professional responsibility.

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 may choose not to

recommend any nominee to the Academic Senate Office, noting their decision.

The College Awards Committee shall then forward the nominees' submitted materials, along with the Committee's evaluation, recommendation, and ranking, to the Academic Senate.

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 Academic Senate Office.

## **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 (1) 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 five [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 (5) 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 (1) 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 to the Academic Senate.

9.4. Evaluation Criteria: A candidate for this award shall have demonstrated exceptional leadership.

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. Self-nominations are permitted.

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 (5) 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 Academic Senate Office. The selection of the award winner shall be announced by the Chair of the Academic Senate.

## **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. Nominations for the Legacy Lecture may be submitted by university faculty, staff, administrators, students, alumni/ae, or members of the community-at-large. Any nominator may nominate only one (1) candidate for this honor 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 based on section 10.4 below. Nomination letters are to be sent to the Academic Senate Office. Self-nominations are permitted.

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 the Legacy Lecturer in the fall semester (or early in the spring semester) to give the Lecture in the spring semester.

10.6. The Event: The Lecture is open to the campus and the community. The Lecture is about 20 to 30 minutes long. A reception, organized by Faculty Affairs, follows the Lecture.

### **11.0 FACULTY SERVICE RECOGNITION AWARDS**

11.1 Purpose: The Faculty Service Recognition Award honors faculty members who have served the University for 20 or more years.

11.2 Eligibility: All Unit-3 faculty of the University who have served any combination of full or part-time service of 20 or more years are eligible for recognition. Eligible faculty shall receive this award after 20 years of service at the University and every five years thereafter. Faculty Affairs will generate a list of awardees during the spring semester of each academic year.

11.3 Academic Affairs will distribute a list of awardees to appropriate academic units and publicize the list at appropriate venues. Academic units are encouraged to publicly honor awardees.

EFFECTIVE: IMMEDIATELY