Distinguished University Employee (DUE)
Faculty Senate Award (FSA) Criteria

DUE Faculty Senate Awards Disbursement: Process and Guidelines

One FSA Teaching Award will be given in each School/College for every 50 full-time tenured/tenure-track faculty members beyond the first 50.
Full-time non tenure track faculty will be given a minimum of 1 FSA Teaching award per School/College. Adjunct faculty will be given a minimum of 1 FSA Teaching award per School/College. The number of these awards shall be based on available funding for these awards and will be communicated to FSAC Chairs during the applicant ranking period.

Total Full-time Faculty in School/College	1-50	51-100	101-150	151-200	201-250	251-300
Eligible Full-time Tenure/Tenure Track	1	2	3	4	5	6

One FAS Scholarly/Creative Works Applicant and one FAS Service Applicant will be ranked in each School/College by their Faculty Senate Award Committee. These ranked applications will be reviewed by the Advancement of Teaching Committee for a total of three FAS Scholarly/Creative Works Awards and three FAS Service Awards.

School/College DUE Faculty Senate Committees

Each School or College from the list below should have a regularly constituted Faculty Senate Award Committee (FSAC) composed of a minimum of five committee members. Schools and Colleges which will each have a Faculty Senate Award Committee:
1. College of Engineering and Technology
2. College of Health and Public Services
3. College of Humanities and Social Sciences
4. College of Science
5. School of Education
6. School of the Arts
7. Woodbury School of Business

SCHOOL/COLLEGE FACULTY SENATE AWARD COMMITTEE MEMBERS

The FSAC is to consist of the following individuals:

1. A member of the School/College will be elected as the FSAC Chair for that School/College. This is a 3-year service position. The chair will have a vote the same as all committee members. It is the responsibility of the chair to organize the committee and preside over meetings, handle any committee disputes, ensure the adherence to guidelines within the committee, and keep the Advancement of Teaching Chair informed on the functioning of their award committee. (If the chair is nominated that year for the FSA or has an ethical or moral conflict of interest, the co-chair will assume the duties of the chair, in coordination with the AoT chair.)
2. The FSAC co-chair of the committee is selected from the previous year's Faculty Senate Award full-time faculty recipient(s) from that School/College. The co-chair

will have a vote the same as all committee members. It is the responsibility of the co-chair to assist the chair with meetings or disputes or tasks as assigned by the chair. The co-chair works with the FSAC Committee for one year following his/her receipt of the FSA.
3. A minimum of three additional members of the committee shall be elected from different departments within the School/College. Additional committee members may be added but must keep an odd number for voting. Committee members should serve for a minimum of three years, and their service will be tracked by the Faculty Senate Service and Elections Committee to ensure continuity. If a committee member or a relative is nominated for the award, they should recuse themselves and a new member can be selected to serve for that year on the committee.
4. Department chairs, associate deans, and deans are not permitted to sit on this committee or receive an award. Note: Any exceptions to deadlines, disputes, or other issues need to be agreed upon by a majority vote of the School/College FSAC.

<u>Nomination for Awards</u>

1. Distinguished University Employee Faculty Senate Award Criteria shall conform to Policy 117.

NOMINATION PROCEDURE

1. Nominations will be solicited from all full-time tenured/tenure-track, full-time non-tenure track and adjunct faculty members (including self-nominations) to their School/College FSAC Chair.
2. The School/College FSAC Chair will check all nominee submissions with department chairs to make sure ineligible faculty are not present in the pool.
3. The FSAC chair will check all nominee submissions with department chairs (and potentially, deans) to make sure all faculty are in good standing. If a department chair indicates a concern about a faculty member, thereby rendering a nominee ineligible, the chair must adhere to these parameters and guidelines:
   a. The faculty member is "in good standing" if:
      i. they have received no negative annual reviews, as per policy 633.
      ii. they have received no written sanctions, as per policies 162, 165, or 648.
      iii. they are not under remediation, as per policy 633 or 648.
   b. The faculty member has a current Conflict of Interest form on file, as per policy 644.
   c. If the chair is unsure of potential "good standing" definitions, it is recommended to check the Code of Conduct.
   d. The chair will follow-up with General Counsel to double-check accuracy.

TIMELINE

Each year the FSA process will proceed with the following deadlines as passed by Faculty Senate on December 10, 2024:

1st Tuesday in January	Call for nominations from Faculty Senate President FSAC Chair sends out follow-up email with instructions and dates
2nd Tuesday in January [allow 1 week for nominations]	All nominations due to Faculty Senate Award Committee Chairs
4th Tuesday in January [allow 2 weeks for this review]	Nominees' eligibility has been reviewed by department chairs and/or deans
1st Tuesday in February [allow 3 weeks from nomination due date]	Nominees' applications are due to the FSAC Chair (chair shares information with their FSAC members.)
3rd Tuesday in February [allow 2 weeks for this review]	School/College FSACs evaluate and rank applicant(s) according to their School/College eligible FSA numbers. **Applicant rankings not announced.** Ranked names & applications to be submitted to Advancement of Teaching Committee. Ranked names to be submitted for further review by People and Cultures and Academic Affairs.
Clearance deadline set as per marketing, commencement, and AA	Names of potential recipients cleared by Human Resources and Academic Affairs.
1st Thursday in March	After receiving clearance from People and Cultures and Academic Affairs, cleared winners reported to the Advancement of Teaching Chair and Faculty Senate President
Friday following 1st Thursday in March	Faculty Senate President as awarding officer (or designee) notifies FSA recipients, chairs, deans, and College Marketing. FSAC chairs shall notify nominees not selected of this decision.

<u>**Awards Applications**</u>

1. The School/College FSAC Chair will ensure that nominees understand expectations and deadlines.
2. Nominees will submit applications electronically, in a single PDF, to their School/College FSAC Chair. Applications should be complete but succinct, avoiding production of a tenure portfolio. **Nominees are allowed to apply for only one award category, Teaching/Scholarly Creative Works/Service, per award year.**
3. The application will consist of documentation based on the award category:
   a. Teaching Award PDF application will consist of the following:
      i. Full-time tenured/tenure-track
         1. One page, single spaced, stating their teaching philosophy, describing their teaching, and how it has contributed to student success at UVU.
         2. Date Range: Fall semester 2 previous academic years to Fall semester current academic year
            a. Faculty Success Generated Reports as PDFs
               i. Observations of Teaching
               ii. Curriculum and Course Development
               iii. Scheduled Teaching (Detail View)
            b. Student Rating of Instruction Survey Results
      ii. Full-time non-tenure track and adjunct faculty (not using faculty success)
         1. Two pages, single spaced, stating their teaching philosophy, describing their teaching, and how it has contributed to student success at UVU.
         2. Date Range: Fall semester 2 previous academic years to Fall semester current academic year
            a. Student Rating of Instruction Survey Results
   b. Scholarly/Creative Works Award PDF application will consist of the following:
      i. Two pages, single spaced, summarizing their work in this area and how it has contributed to student success at UVU.
      ii. Date Range: Fall semester 2 previous academic years to Fall semester current academic year
         1. Faculty Success Generated Reports as PDFs
            a. General Scholarship Report
   c. Service Award PDF application will consist of the following:
      i. Two pages, single spaced, summarizing their work in this area and how it has contributed to student success at UVU.
      ii. Date Range: Fall semester 2 previous academic years to Fall semester current academic year
         1. Faculty Success Generated Reports as PDFs
            a. General Service by Faculty

4. School/College FSA Committees may wish to distribute examples (wherein identifying information has been deleted or changed) of successful applications from the past as models for new applicants. If further evidence is required, the School/College FSA Committee will request them from the faculty nominee.

5. Applications are to be submitted to the FSAC chair by the first Tuesday in February.