FEA Resolution as adopted by the Faculty Senate

New and Improved

**Faculty Excellence Awards**

**Process and Guidelines**

(as of passage of Faculty Senate resolution on Apr. 19, 2016)

**The Pending Increase in Faculty Excellence Awards**

In addition to approving the Faculty Excellence Awards process and guidelines that follow, the Faculty Senate voted to increase the number of awards given, pending approval of an increase of funding. One additional Faculty Excellence Award will be given in each School/College for every 25 full-time faculty members beyond the first 25. Additional Adjunct Faculty Excellence Awards will also be given for proportional representation among adjunct faculty, equal to and not to exceed the number of full-time Faculty Excellence Recognition recipients for the School/College. (The actual number of Adjunct Awards for a given School/College will be determined by that School/College Faculty Excellence Committee, within the parameters just stated.)

Instead of decreasing the amount of the financial part of the Awards ($2,000 for each Full-time Award and $1,000 for each Adjunct Award), the Faculty Senate voted that the expansion in the number of Awards would take place only if addition funding is approved to cover that expansion. These funds have been requested through the PBA process, and the decision will be announced at the end of the 2016-17 academic year. For 2016-17, each School/College will have one Full-time Award and one Adjunct Award.

(NOTE added in 2017: This PBA request was accepted, and these funds will be in place.)

**School/College Faculty Excellence Committees**

Each School or College from the list below should have a regularly constituted Faculty Excellence Committee (FEC) composed of a minimum of five committee members.

Schools and Colleges which will each have a Faculty Excellence Committee:

1. School of the Arts

2. School of Education

3. Woodbury School of Business

4. College of Health and Public Services

5. College of Humanities and Social Sciences

6. College of Science

7. College of Technology and Computing

8. University College

The Faculty Excellence Committee (FEC) is to consist of the following individuals:

· The chair of the committee is the representative of the Faculty Senate Faculty Development Committee (FDC) from that School/College. 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 FDC informed on the functioning of their award committee. (If the chair is nominated that year for the FEA or has an ethical or moral conflict of interest, the co-chair will assume the duties of the chair, in coordination with the FDC chair.)

· The co-chair of the committee is the previous year’s FEA full-time faculty recipient 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 FEC Committee for one year following his/her receipt of the FEA.

· At least three members of the committee will be from various departments within the college. Members of the committee other than the chair (the FDC representative) and the co-chair (previous year’s FEA recipient) will be selected by each School/College according to the School/College’s chosen process, 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 is nominated for the award, they should recuse themselves and a new member can be selected to serve for that year on the committee.

· Department chairs, associate deans, and deans are not permitted to sit on this committee unless they are the winners of the awards from the previous year.

Note: Any exceptions to deadlines, disputes, or other issues need to be agreed upon by a majority vote of the FEC.

**Nomination for Awards**

ELIGIBILITY

1. Full-time faculty members must have completed at least two years of teaching at UVU and be currently employed at the University. At least 50% of his/her workload must be teaching.
2. An adjunct faculty member must be in at least his/her third semester of teaching at UVU and must have taught a minimum of one class each semester.
3. FEA recipients are not eligible for the award until the fifth year following the year in which they received the award. For instance, if a faculty member receives an Award in 2015, they would not be eligible again until 2020. The Award is intended to recognize excellence during the last five years, not over an accumulative career.

NOMINATION PROCEDURE

1. Nominations may be provided by full-time and adjunct faculty members (including self-nominations) to their department chairs or by the faculty member’s chair by the appropriate date listed. The department, as a whole, provides input and assists the department chair in selecting the nominee that will best represent their department.
2. Nominations need consist of only the nominee’s name and a brief justification of the nomination. Though these justifications will be communicated to the FEC, they are not the basis for selection of the Awards; the Award Application is. Nomination is not done via any online form, but can be submitted to department chairs via email or other written communication.
3. Each department will nominate one candidate to represent their department’s full-time faculty (including lecturers), or two candidates from a department that has more than 25 full-time faculty.
4. Each department will nominate one candidate to represent their department’s adjunct faculty, or two candidates from a department that has more than 25 adjunct faculty.
5. Nominated faculty members will be notified of nomination by and subsequently submit their Award Application to their FDC representative by the appropriate deadlines, following the Award Applications guidelines.
6. The college or school’s FEC Committee will review the applications and select the FEA recipients according to selection criteria on the Faculty Senate website.

TIMETABLE

A. Each year the FEA process will proceed with the following deadlines:

|  |  |
| --- | --- |
| 1st Tuesday in December | Call for nominations distributed from Faculty Senate President |
| 2nd Tuesday of Spring sem | All nominations due to department chairs |
| 3rd Tuesday of Spring semester | Department chairs to send one (or two\*) full-time faculty and one (or two\*) adjunct faculty member’s name as decided by that department to the School/College Faculty Excellence Committee (FEC). Department chair will inform nominees and the School/College FEC. |
| 4th Friday of Spring semester | Nominees’ applications are due to their FEC chair (the School/College Faculty Development Committee representative), who forwards the applications to the rest of the FEC. |
| 5th Tuesday of Spring semester (on or about) | The FEC Committee meets to evaluate applications and rank at least the top two nominees in each category as a winner and a potential replacement winner should there be any reason that the chosen winner cannot receive the award (plus additional candidates if applicable\*). |
| 1st Tuesday after Valentines Day | Faculty Excellence Award potential recipients’ names are sent to the Office of Teaching and Learning (OTL). OTL then forwards the names of potential recipients to Human Resources and Academic Affairs. |
| 1st Thursday in March | After receiving clearance from Human Resources and Academic Affairs, OTL reports findings to the Faculty Center, Faculty Senate President, Campus Awards Committee and the institutional awarding officers and entities. |
| Friday following 1st Thursday in March | Faculty Senate President as awarding officer (or designee) notifies FEA recipients, chairs, deans, and College Marketing. |

**Awards Applications**

Nominees will submit applications electronically (i.e. in the form of a PDF document) to their School/College FEC chair (FDC representative). Applications should be complete but succinct, avoiding production of a tenure portfolio. Nominees should familiarize themselves with the Criteria for Award Selection (within this document—to be available on the Faculty Senate website). School/College FEC Committees have latitude to adjust these application guidelines to fit the needs of their individual School/College should they choose to do so.

The application will consist of one to two pages for each of the three areas: Teaching, Scholarship, and Service. Listing of previous awards, honors, and recognition should include information allowing verification (e.g. website for the organization that granted the award, or a link to a published citation of a recognition). Original evidence—such as certificates, etc.—is not to be included. Evidence should be limited to the past five years. Some examples of possible evidence may include, but is not limited to:

Teaching – A brief statement of teaching philosophy, listing of teaching awards, peer and supervisor reviews, participation in teaching workshops or related faculty development programs, and student ratings of instruction (SRI’s), etc. SRI’s may be summarized, or included in entirety, at the discretion of the FEC. SRIs should be from the past two or three years.

Scholarship – Evidence of professional development, scholarly activities, evidence of presentations, publications, creative projects, etc. Papers themselves are not to be included, though abstracts—or titles with links to publications online—are appropriate. Evidence of mentoring and involvement of students in scholarship is encouraged.

Service – Evidence of commitment and collegiality and service to the department, school, college, university, or the community, peer or supervisory evaluations, awards and recognition, grants, committee appointments, writing letters of recommendation for students, etc.

Applications for the Adjunct Awards will focus on the Teaching area only.

School/College FEC 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 FEC Committee will request them from the faculty nominee.

Applications are to be turned in to the FEC chair (FDC representative) by the fourth Friday of Spring semester.

**Criteria for Awards Selection**

The FDC encourages the FEC of each individual School/College to devise their own selection procedures. The final selections for the Awards (one full-time Faculty Excellence Award and one Adjunct Faculty Excellence Award, to be expanded to one additional Faculty Excellence Award given in each School/College for every 25 full-time faculty members beyond the first 25, and additional Adjunct Faculty Excellence Awards given for proportional representation among adjunct faculty, not to exceed the number of full-time Faculty Excellence Award recipients for the School/College, this expansion depending on the pending funding decision) will be selected by the FEC Committee.

Regardless of the criteria employed, the FEC Committee will weight Teaching the most (50%) and will establish the relative weights for Scholarship and Service up to a combined total weight of 50%. FEC Committee will evaluate the nominee based on the supporting evidence and documentation submitted in the nominee’s application. As a guideline, the FEC could base selections according to the rubric included below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate’s Name | 4 pts | 3 pts | 2 pts | 1 pt | Overall  Ranking |
| Teaching-*Includes any of the following:*   * Student evaluations |  |  |  |  |  |
| * Statement of teaching philosophy |  |  |  |  |  |
| * Teaching awards |  |  |  |  |  |
| * Peer and supervisor reviews |  |  |  |  |  |
| * Participation in workshops |  |  |  |  |  |
| Scholarship/Creative Work- *Includes any of the following:*   * Evidence of publications, presentations or creative projects that advance discovery integration or application within discipline |  |  |  |  |  |
| * Scholarly work related to teaching, student learning or engagement. Evidence of professional development |  |  |  |  |  |
| Service- *Includes any of the following:*   * Evidence of commitment and collegiality and service to the department, school or college, university and include service in community |  |  |  |  |  |
| * Relevant evidence may include peer or supervisor evaluation, awards and recognition, grants and/or committee appointments |  |  |  |  |  |

4pts x 9 boxes=36 total points possible

50% of pts go towards teaching and the rest of the 50% pts combine scholarship and service.

NOTES:

Appendix IV. PBA Request – Faculty Excellence Award Increase

Dollar Amount:

$51,000

Justification:

In April of 2016, the Faculty Senate – the body that oversees the Faculty Excellence Awards – voted to expand these awards due to an expanding faculty population and in order to make the awards more proportional across campus. Before the expansion, one full-time and one adjunct award for each School or College has been given. The full-time award has included a monetary amount of $2,000, and the adjunct award has included $1,000. In the discussions with the Faculty Senate, Dr Jeff Olson indicated that the University would be willing to appropriate additional funds to expand these awards, consistent with the University’s dedication to encourage faculty excellence. The expansion of the awards would give Schools or Colleges an additional full-time and an additional adjunct award for each additional 25 full-time faculty beyond the first 25 (so that Schools or Colleges that have fewer than 50 full-time faculty members have one full-time and one adjunct award, but those with 50 to 74 faculty get two full-time and two adjunct awards, Schools or Colleges with 75 to 99 faculty get three full-time and three adjunct awards, and so on). Based on the current numbers shown below, two Schools stay at only one full-time and one adjunct award, while the others increase to having from two to six awards in each of the two categories. This represents an increase of seventeen full-time and seventeen adjunct awards across campus. In voting in April, the Faculty Senate voted that all of the awards should remain at the current funding levels per award. As spelled out below, this comes to a total of $75,000 in award money, an increase of $51,000 over the currently allotted $24,000. The $51,000 is therefore requested.

IMPORTANT UPDATE (Fall, 2017): The table below is based on numbers from last school year. The FDC/FEA Committee will be working with a current workload report to count ONLY faculty who have a 50% teaching load AND have been full time for at least 2 years. Current workload numbers may alter the table below.

|  |  |  |
| --- | --- | --- |
| **College/School** | **# faculty** | **# FEAs** |
| College of Health & Public Services | 29 | 1 |
| Coll. of Humanities & Social Sciences | 154 | 6 |
| College of Science | 150 | 6 |
| College of Technology & Computing | 108 | 4 |
| School of Education | 27 | 1 |
| School of the Arts | 67 | 2 |
| University College | 55 | 2 |
| Woodbury School of Business | 82 | 3 |
|  |  |  |
| TOTALS | 672 | 25 |

SCHEDULE

Academic Year: 2017-2018

December 5 Call for Nominations is distributed.

January 16 All Nominations due to department chairs.

January 23 Due date for Department Chairs to send one (or two) full-time faculty and one (or two) adjunct faculty member name(s) as decided by that department to the college/school’s Faculty Excellence Committee (FEC). Department Chair will inform nominees and the school FEC.

February 2 Nominees’ applications are due to their FEC Chair (Faculty Development Committee rep).

February 6 The Faculty Development Committee rep forwards the applications to the FEC Committee; the committee evaluates applications and ranks the top two nominees in each category.

February 20 Faculty Excellence Award potential recipients’ names are sent to the Office of Teaching and Learning (OTL). OTL forwards the names of potential FEA recipients to Human Resources and Academic Affairs.

March 1 OTL reports findings to the Faculty Center, Faculty Senate President, Campus Awards Committee and the institutional awarding officers and entities.

March 8 Faculty Senate President as awarding officer (or designee) notifies FEA recipients, chairs, deans, and College Marketing.