**Faculty Excellence Awards[[1]](#footnote-1)**

**Faculty Excellence Awards Disbursement[[2]](#footnote-2): Process and Guidelines**

One Faculty Excellence Award will be given in each School/College for every 25 full-time tenured/tenure-track faculty members beyond the first 25. Adjunct Faculty Excellence Awards will be given proportional representation among adjunct faculty, equal to and not to exceed the number of full-time Faculty Excellence Recognition recipients for the School/College. Lecturer Faculty Excellence Awards will follow the process and guidelines outlined at the end of this document.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total Full-time Faculty in School/College | 1-49 | 50-74 | 75-99 | 100-124 | 125-149 | 150-174 | 175-199 |
| Eligible Full-time Faculty FEAs | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Eligible Number of Adjunct FEAs | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**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 Engineering and Technology

8. University College

SCHOOL/COLLEGE FACULTY EXCELLENCE COMMITTEE MEMBERS

The FEC is to consist of the following individuals:

1. The Faculty Development Committee (FDC) Representative from each School/College is also the FEC Chair for 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.)
2. The co-chair of the committee is selected from the previous year’s FEA 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 FEC Committee for one year following his/her receipt of the FEA.
3. At least three members of the committee will be from various departments within the college, with preference given to the previous year’s winners. In smaller Schools/Colleges with fewer previous winners, 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. 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 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 FEC

**Nomination for Awards**

ELIGIBILITY

1. Full-time faculty members (tenured, tenure-track,) 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. The FEC chair will count eligible faculty by consulting with appropriate offices.
4. 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 will be solicited from all full-time and adjunct faculty members (including self-nominations) to their School/College FDC representative[[3]](#footnote-3).
2. The number of acceptable nominations will be proportional to the number of tenured/tenure-track faculty in each school/college.
3. The School/College FDC representative will check all nominee submissions with department chairs to make sure ineligible faculty are not present in the pool.
4. The FEC 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:
   1. The faculty member is “in good standing” if:
      1. they have received no negative annual reviews, as per policy 633.
      2. they have received no written sanctions, as per policies 162, 165, or 648.
      3. they are not under remediation, as per policy 633 or 648.
   2. The faculty member has a current Conflict of Interest form on file, as per policy 644.
   3. If the chair is unsure of potential “good standing” definitions, it is recommended to check the Code of Conduct.
   4. The chair will follow-up with General Counsel to double-check accuracy.

TIMELINE

Each year the FEA process will proceed with the following deadlines as passed by Faculty Senate on September 3, 2019:

|  |  |
| --- | --- |
| 4th Tuesday in September | Call for nominations from Faculty Senate President  FEC/FDC rep sends out follow-up email with instructions and dates |
| 3rd Tuesday in October | All nominations due to Faculty Excellence Award Chairs (FEA) |
| 5th Tuesday in October or 1st Tuesday in November whichever comes first [allow 2 weeks for this review] | Nominees’ eligibility has been reviewed by department chairs and/or deans |
| 2nd Tuesday in November [1 week for nominees to submit a paragraph] | Nominees (eligible and have accepted nomination) submit paragraph for a Qualtrics vote from department |
| 4th Friday in November or 10 days following 2nd Tuesday [10 days for dept to vote] | Departments vote on nominee(s) |
| 3rd Friday of January [~2 months for candidates to prepare materials] | Nominees’ applications are due to the FEA chair (chair shares information with their FEA committee.) |
| 1st Tuesday after Valentine’s Day | FEA committees evaluate and select winner(s) according to their School/College eligible FEA numbers. |
| 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 Human Resources and Academic Affairs, cleared winners reported to the Faculty Development Committee and Faculty Senate President |
| Friday following 1st Thursday in March | Faculty Senate President as awarding officer (or designee) notifies FEA recipients, chairs, deans, and College Marketing.  FEC chairs shall notify nominees not selected of this decision. |

**Awards Applications**

1. Nominees will submit applications electronically (i.e. in the form of a PDF document) to their School/College FEC chair. Applications should be complete but succinct, avoiding production of a tenure portfolio.
2. The School/College FEC chair will provide nominees with the Criteria for Award Selection and ensure that nominees understand expectations and deadlines.

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.

1. 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 (SRIs), etc. SRIs 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 adjuncts will focus on the teaching area only.

1. 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.
2. Applications are to be turned in to the FEC chair 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 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%. The 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:

**Faculty Excellence Award Lecturer Disbursement: Process and Guidelines**

A Faculty Excellence Award (FEA) will be given to a selected lecturer(s) following the same disbursement protocols as the main FEAs: one award will be given for up to 49 lecturers; each additional 25 lecturers would receive an additional award.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total Lecturer Faculty at UVU | 1-49 | 50-74 | 75-99 | 100-124 | 125-149 | 150-174 | 175-199 |
| Eligible Lecturer FEAs | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

**Nomination for Awards**

Eligibility

1. Lecturers must have completed at least two years of teaching at UVU and be currently employed at the University. At least 75% of his/her workload must be teaching.
2. 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 lecturer 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 will be solicited from all full-time and adjunct faculty members (including self-nominations) to their School/College FDC representative.
2. The number of acceptable nominations will be proportional to the number of tenured/tenure-track faculty in each school/college.
3. The School/College FDC representative will check all nominee submissions with department chairs to make sure ineligible faculty are not present in the pool.
4. The FEC 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:
   1. The faculty member is “in good standing” if:
      1. they have received no negative annual reviews, as per policy 633.
      2. they have received no written sanctions, as per policies 162, 165, or 648.
      3. they are not under remediation, as per policy 633 or 648.
   2. The faculty member has a current Conflict of Interest form on file, as per policy 644.
   3. If the chair is unsure of potential “good standing” definitions, it is recommended to check the Code of Conduct.
   4. The chair will follow-up with General Counsel to double-check accuracy.

Timeline

The Lecturer FEA process will proceed with the same timetable (deadlines) as the correlating FEA process.

Awards Applications

1. Nominees will submit applications electronically (i.e. in the form of a PDF document) to their FDC representative.
2. The FDC representative will provide nominees with the Criteria for Award Selection and ensure that nominees understand expectations and deadlines.
3. The application will consist of 2-4 pages in the area of teaching, including (but not limited to) these components:
   1. A brief statement of teaching philosophy
   2. Teaching awards (if applicable)
   3. Peer and supervisor reviews
   4. Participation in teaching workshops or related faculty development programs
   5. SRI data (summarized)

Awards Selection

1. The FDC will determine a selection procedure.
2. 100% of the award will be based on the teaching category.
3. The FDC will review all applicants and select the winners.

1. FEA = Faculty Excellence Award

   FDC = Faculty Development Committee

   FEC = Faculty Excellence Committee

   FDC Reps are also the chairs of the FECs [↑](#footnote-ref-1)
2. Full-faculty include all tenured and tenure-track faculty; lecturers have a separate FEA. [↑](#footnote-ref-2)
3. FDC representatives are also the Faculty Excellence Awards chairs (FEC). [↑](#footnote-ref-3)