

Cal Poly Humboldt
FACULTY AWARDS POLICY

FACULTY AWARDS COMMITTEE

Duties: The committee is appointed to review applications for the following Cal Poly Humboldt awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor.

To be nominated for a faculty award is in itself an honor. The Faculty Awards Committee will announce to the University community the list of nominees. Included in the announcement will be directions for the University community to submit feedback within two weeks, to the University Senate office and then given to the Awards Committee. Any such feedback will be shared with the nominee by the Faculty Awards Committee. The nominee will have 10 days to submit rebuttals to submitted letters. After the nomination documents, feedback and rebuttals are all compiled, the packets will be reviewed by the Faculty Awards Committee. The committee will create a rubric to evaluate the qualifications of the nominees.

The Committee will select at most one awardee in each category. Given the pool of nominees, the Committee may vote to forego a selection in a given category. The Committee shall make its decisions based on a simple majority vote. When appropriate, the Faculty Awards Committee may encourage nominees to resubmit their materials the following year.

The Committee reports its selections to the University Senate at the last meeting in February. Upon receiving the recommendations of the Faculty Awards Committee, the University Senate ratifies the awards by a vote of two-thirds of those present, and forwards its recommendation to the President for conferral. On behalf of the University, the President.

Linked Responsibilities of Awardees and Other Offices: On behalf of the University, The President confers awards honored in a ceremony open to the public. Announces the recipients to the campus community. Recipients of the awards will have the opportunity to engage with the campus community by giving a public lecture or performance or a different activity of their choosing. present a public lecture or performance, and the awards carry a stipends, the amount of which is determined by the Office of the President. **Once awards are conferred, all files will be purged by the University Senate Office.**

Chairs: The Committee shall select its chair from its membership.

Type: Academic Senate

Meetings: Two to three times in February

Membership: **Four members of the faculty, and one faculty member trained as an equity advocate** appointed for **two-year staggered terms** by the Senate Appointments and Elections Committee, the Provost, Emeritus faculty members are eligible to serve.

AWARDS CRITERIA

The Purpose of Cal Poly Humboldt is to provide the highest quality and affordable education built on the contributions of diverse students, staff and faculty who are committed to a just and sustainable world.

As representatives of Cal Poly Humboldt, nominees for the Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor, are expected to, in addition to the criteria below, demonstrate a continuous commitment and contribution to the Purpose, Vision, Core values of Cal Poly Humboldt and a commitment to inclusion and justice.

In the case that University Senate determines that a currently employed awardee acts in ways that are harmful and egregious for the award or working in contrary to the Purpose & values of Cal Poly Humboldt the University Senate may make the recommendation to the President to rescind the award. Faculty members who have their awards rescinded can appeal this decision through the statutory grievance process as outlined in the collective bargaining agreement.

Two **EXCELLENCE IN TEACHING** awards are conferred on a yearly basis: one to a lecturer and the other to a tenure-line member of the faculty.

- Nominees for the Excellence in Teaching award must have been teaching faculty for at least three of the previous five years.
- The primary criterion for this award is a record of *superlative teaching at Cal Poly Humboldt*. No amount of professional achievement or service to campus, community, or profession, shall substitute for this essential requirement.
- In cases where nominees are perceived as equally superlative in their teaching, contributions to research, scholarship, and service may be considered, but only insofar as these activities bear direct relevance to the nominee's primary role as educator.

- The committee may, at its discretion, request permission from nominees who do not receive an award to retain their files for evaluation in the following year. However, no file shall be retained longer than three years.

Nominations for the Excellence in Teaching award must include (but are not limited to including):

- Nominator's Statement describing the teaching achievements of the nominee and a description of the evidence presented to the committee as a basis of judgment
- Nominee's Statement of Teaching Philosophy
- **Nominee's description of demonstrated continuous commitment and contribution to the Purpose, Vision, and Core values of Cal Poly Humboldt and a commitment to inclusion and justice.**
- Nominee's *Curriculum Vitae*
- Peer and Student Teaching Evaluations for the most recent three years of service **and any rebuttals included.**
- Letters and evaluative statements from peers, students, and community members, identifying the writer.

SCHOLAR OF THE YEAR is conferred on a yearly basis to a member of the faculty.

- Nominees must have been employees of the University for at least three of the previous five years.
- The primary criterion for this award is a record of *superlative research, creative activities, and/or scholarship*. No amount of teaching achievement or service to campus, community, or profession, shall substitute for this essential requirement. The greater part of this activity must have been performed while employed at Cal Poly Humboldt.
- In cases where nominees are perceived as equally superlative in their creative activities, contributions to teaching and service may be considered, but only insofar as these activities bear direct relevance to the nominee's primary role as scholar.
- The committee may, at its discretion, request permission from nominees who do not receive an award to retain their files for evaluation in the following year. However, no file shall be retained longer than three years.

Nominations for Scholar of the Year must include (but are not limited to including):

- Nominator's Statement describing the creative achievements of the nominee and a description of the evidence presented to the committee as a basis of judgment
- Nominee's Statement of Research and/or Creative Interests

- **Nominee's description of demonstrated continuous commitment and contribution to the Purpose, Vision, and Core values of Cal Poly Humboldt and a commitment to inclusion and justice.**
- Nominee's *Curriculum Vitae*
- Copies or other appropriate presentations of the nominee's research/creative products, along with peer or external evaluations of these products
- Letters and evaluative statements from peers, students, and community members, identifying the writer.

The **OUTSTANDING SERVICE AWARD** is conferred on an occasional basis, as appropriate, to a member of the faculty. No more than one such award shall be bestowed per year.

- Nominees must have been employees of the University for at least three of the previous five years.
- The primary criterion for this award is a record of *superlative service to the university and/or community*. No amount of teaching or scholarly achievement shall substitute for this essential requirement. The greater part of this activity must have been performed in connection with the nominee's employment at Cal Poly Humboldt.
- In cases where nominees are perceived as equally superlative in their service activities, contributions to teaching, research, and creative activities may be considered, but only insofar as these activities bear direct relevance to the nominee's primary role serving the university and community.
- The committee may, at its discretion, request permission from nominees who do not receive an award to retain their files for evaluation in the following year. However, no file shall be retained longer than three years.

Nominations for the Outstanding Service Award must include (but are not limited to including):

- Nominator's Statement describing the service achievements of the nominee and a description of the evidence presented to the committee as a basis of judgment
- **Nominee's description of demonstrated continuous commitment and contribution to the Purpose, Vision, and Core values of Cal Poly Humboldt and a commitment to inclusion and justice.**
- Nominee's *Curriculum Vitae*
- Peer and/or external evaluations of the nominee's service
- Letters and evaluative statements from peers, students, and community members, identifying the writer.

The **OUTSTANDING PROFESSOR AWARD** is conferred on an occasional basis, as appropriate, only to a uniquely outstanding member or emeritus member of the faculty.

- Nominees must have been employees of the University for at least three of the previous five years.
- The criterion for this award may be either:
 - A long and continuous combined record of *superlative teaching, research and creative activities, and service to the university and/or community*. The awardee must demonstrate this superlative performance in at least *two* of the three areas, with at least excellent performance in the third. The greater part of these activities must have been performed in connection with the nominee's employment at Cal Poly Humboldt. or,
 - A unique and singularly notable contribution in any of the three areas that has resulted in the significant betterment of humankind. Typically, such an awardee will have achieved national or international recognition for the contribution.

Nominations for Outstanding Professor must include (but are not limited to including):

- Nominator's Statement describing the achievements of the nominee and a description of the evidence presented to the committee as a basis of judgment
- **Nominee's description of demonstrated continuous commitment and contribution to the Purpose, Vision, and Core values of Cal Poly Humboldt and a commitment to inclusion and justice.**
- Nominee's Statements of teaching philosophy and research interests, *Curriculum Vitae*, and summary of their singularly notable contribution.
- Peer and/or external evaluations of the nominee's qualifications
- Letters and evaluative statements from peers, students, and community members, identifying the writer.