

**Attachment #2 to Resolution #16-08/09-FA
(Revised)**

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 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 President may rescind the award.

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.

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 Humboldt State University*. 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, Core values and Beliefs of Humboldt State University.**
- Nominee's *Curriculum Vitae*
- Peer and Student Teaching Evaluations for the most recent three years of service
- 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 HSU.
- 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, Core values and Beliefs of Humboldt State University.**
- 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 HSU.
- 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, Core values and Beliefs of Humboldt State University.**
- 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 HSU. 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, Core values and Beliefs of Humboldt State University.**
- Nominee's Statements of teaching philosophy and research interests, *Curriculum Vitæ*, 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.