

AWARD POLICY

FAM 035.3

A University Awards Selection Committee shall be assembled each academic year at California State University, San Bernardino. It will be responsible for recommending faculty members as nominees to the President for the awards delineated in the following paragraph. If the President concurs, s/he will designate those faculty members as the awardees at CSUSB for that year.

The five awards that the committee shall be responsible for are the Outstanding Professor Award, the Golden Apple Award, the Outstanding Service Award, the Outstanding Scholarship, Research, Creative Activities Award, and the Lecturer's Award. The Outstanding Professor Award, the Golden Apple Award, and the Lecturer's Award shall be awarded on an annual basis. The Outstanding Service Award and the Outstanding Scholarship, Research, Creative Activities Award shall be awarded in alternate years with the Outstanding Service Award being awarded in even years and the Outstanding Scholarship, Research, Creative Activities Award being awarded in odd years.

1. Composition and Selection of the University Awards Committee Selection Committee

1.1 The committee shall be formed as follows:

1.1.1 Each college will elect in the spring quarter one tenured instructional faculty member who shall serve a two-year term. The terms will be staggered. A committee member may not serve more than two consecutive terms. If the Committee is missing member(s) when its duties are scheduled to begin, the EC shall appoint a temporary committee member until a new member is elected.

1.1.2 The current year's Outstanding Professor Award winner will serve as co-chair with the current year's Golden Apple Award Winner, If one or both are unable to serve, the missing co- chair(s) shall be appointed by the Executive Committee of the Faculty Senate from among previous winners of any of the awards.

1.2 The Executive Committee of the Faculty Senate shall name a replacement from the same college for any faculty member of the committee who accepts a nomination for a given award.

1.1.3 The past year's Outstanding Professor Award winner will serve on the committee following his/her year as Co-Chair.

1.1.4 The past year's Golden Apple Award winner will serve on the committee following his/her year as Co-Chair.

2. Function of the Committee

2.1 To establish its timetable and procedures.

2.2 To solicit nominations for the awards by announcing the procedures and deadline for nominations.

2.3 To inform individuals of their nominations.

2.4 To review and evaluate the nominations for the awards.

2.5 To recommend to the President the nominees for the awards.

3. Timing of the Award Evaluations

3.1 The committee shall determine the nominee for the Outstanding Professor Award in the fall quarter.

3.2 The committee shall determine the nominees for the Outstanding Scholarship, Research, Creative Activities Award and the Outstanding Service Award in alternating winter quarters.

3.1 The committee shall determine the nominees for the Golden Apple Award and The Lecturer's Award in the spring quarter, using a common call for nominations.

4. The Outstanding Professor Award

4.1 Any student, faculty member, staff member, alumnus, or academic administrator may nominate one eligible faculty member for the Outstanding Professor Award.

4.2 Criteria for the Award

4.2.1 The nominees shall have been tenure-track instructional faculty members at the University for at least six years.

4.2.2 The nominee shall have a record of particular distinction as a teacher, and in one or both of professional activity and service. No amount of professional achievement and/or service shall be a substitute for the basic requirement of excellence in teaching as the foundation of this award.

4.2.3 The nominee shall not have won the Outstanding Professor Award previously.

4.3 Format for Nomination

4.3.1 The committee shall distribute the criteria, procedures, and deadline for nominations.

4.3.2 Nominations shall be made on appropriate forms and shall include a brief statement of no more than one page explaining why the nominator believes that the faculty member merits the award.

4.4 Review Procedures

4.4.1 The committee will inform each nominee of the nomination and indicate that members of the committee will be reviewing his/her most recent Faculty Activities Report, classroom visitation reports, and SOTEs/SETEs.

4.4.2 Each nominee shall be required to actively affirm their inclusion in the process. At that time, the nominee may submit an updated curriculum vitae and a statement of no more than one page explaining why the nominee believes they merit the award.

4.4.3 Each nomination shall be supported by the following evaluation documents: 1) Visitation reports, 2) SOTEs/SETEs, 3) most recent Faculty Activities Reports, and 4) other documents pertaining to the teaching, professional development, and/or service areas as defined by the "Procedures and Criteria for Performance Review and Periodic Evaluation." As a guideline for #4, limit submissions to no more than ten documents in each area showing the most significant accomplishments. (NOTE: The Committee may ask for further documents as the review process proceeds.)

4.4.4 The Award shall be considered a lifetime award to promote the maximum opportunities for recognition for Outstanding Professor among tenure-track instructional faculty members.

4.4.45 In conformance with the criteria for the award as listed in this section and as listed in section 4.2, the committee will establish its own procedures for the review of the nominees.

4.5 Awards and Recognition

4.5.1 The winner shall receive an award from the Vice President for Academic Affairs/Provost.

4.5.2 The winner shall be honored at the annual Faculty Recognition Luncheon.

4.5.3 The winner shall be recognized during graduation ceremonies in his or her college.

4.5.4 The winner shall represent the University at the Educational Roundtable.

5. The Golden Apple Award

5.1 Any student, faculty member, staff member, alumnus, or academic administrator may nominate one eligible faculty member for the Golden Apple Award.

5.2 Criteria for the Award

5.2.1 The nominees shall have been tenure-track instructional faculty members at the University for at least six years.

5.2.2 The nominees shall have a record of particular distinction in teaching.

5.2.3 The nominees shall not have won the Golden Apple Award previously.

5.3 Format for Nomination

5.3.1 The committee shall distribute the criteria, procedures, and deadline for nominations.

5.3.2 Nominations shall be made on appropriate forms and shall include a brief statement of no more than one page explaining why the nominator believes that the faculty member merits the award.

5.4 Review Procedures

5.4.1 The committee will inform each nominee of the nomination and indicate that members of the committee will be reviewing their Faculty Activities Report, classroom visitation reports, and SOTEs/SETEs.

5.4.2 Nominees shall be required to actively affirm their inclusion in the process, and give the Committee permission to review their Personnel Action File). At that time, the nominees may submit an updated curriculum

vitae and a statement of no more than one page explaining why the nominees believe they merit the award.

5.4.3 Each nomination shall be supported by the following evaluation documents: 1) Visitation reports, 2) SOTEs/SETEs, 3) Faculty Activities Reports, and 4) Any other document pertaining to the teaching area as defined by the "Procedures and Criteria for Performance Review and Periodic Evaluation."

4.4.4 The Award shall be considered a lifetime award to promote the maximum opportunities for recognition for outstanding teaching among tenure-track instructional faculty members.

5.4.45 In conformance with the criteria for the award as specified in Section 5.2 of this document, the committee will establish its own procedures for the review of the nominees.

5.5 Awards and Recognition

5.5.1 The winner shall receive an award from the Vice President for Academic Affairs/Provost.

5.5.2 The winner shall be honored at the annual Faculty Recognition Luncheon.

5.5.3 The winner shall be recognized during graduation ceremonies in his or her college.

5.5.4 The winner shall represent the University at the Educational Roundtable.

6. The Lecturer's Award

6.1 Any student, faculty member, staff member, alumnus, or academic administrator may nominate one eligible faculty member for the Lecturer's Award.

6.2 Criteria for the Award

6.2.1 The nominees shall be full-time or part-time lecturers at the University who can document having taught at least 72 course units at CSUSB.

6.2.2 The nominees shall have a record of particular distinction in teaching.

6.2.3 The nominees shall not have won the Lecturer's Award previously.

6.3 Format for Nomination

6.3.1 The committee shall distribute the criteria, procedures, and deadline for nominations.

6.3.2 Nominations shall be made on appropriate forms and shall include a brief statement of no more than one page explaining why the nominator believes that the faculty member merits the award.

6.4 Review Procedures

6.4.1 The committee will inform each nominee of the nomination and indicate that members of the committee will be reviewing their Faculty Activities Report (if available), classroom visitation reports, and SOTEs/SETEs.

6.4.2 Each nominee shall be required to actively affirm their inclusion in the process, and give the Committee permission to review their Personnel Action File (if available). At that time, the nominee may submit a curriculum vitae. In addition, the nominee may submit a statement of ~~no~~ explaining why the nominee believes he/she merits the award, and may submit no more than three letters of support from the nominee's immediate supervisor or other faculty members.

6.4.3 Each nomination shall be supported by the following evaluation documents: 1) Visitation reports, 2) SOTEs/SETEs, 3) Faculty Activities Reports (if available), and 4) any other document pertaining to the teaching area as defined by the "Procedures and Criteria for Performance Review and Periodic Evaluation."

6.4.4 The Award shall be considered a lifetime award to promote the maximum opportunities for recognition for outstanding teaching among qualifying full or part-time lecturers.

6.4.45 In conformance with the criteria for the award as specified in Section 6.2 of this document, the committee will establish its own procedures for the review of the nominees.

6.5 Awards and Recognition

6.5.1 The winner shall receive an award from the Vice President for Academic Affairs/Provost.

6.5.2 The winner shall be honored at the annual Faculty Recognition Luncheon.

6.5.3 The winner shall be recognized during graduation ceremonies in his or her college.

7. The Outstanding Service Award

7.1 Any student, faculty member, staff member, alumnus, or academic administrator may nominate one eligible faculty member for the Outstanding Service Award.

7.2 Criteria for the Award

7.2.1 The nominees shall have been tenure-track instructional faculty members at the University for at least six years.

7.2.2 The nominee shall have a record of particular distinction in service.

7.2.3 The nominee shall not have won the Outstanding Service Award previously.

7.3 Format for Nomination

7.3.1 The committee shall distribute the criteria, procedures, and deadline for nominations.

7.3.2 Nominations shall be made on appropriate forms and shall include a brief statement of no more than one page explaining why the nominator believes that the faculty member merits the award.

7.4 Review Procedures

7.4.1 The committee will inform each nominee of the nomination and indicate that members of the committee will be reviewing their most recent Faculty Activities Report.

7.4.2 Each nominee shall be required to actively affirm their inclusion in the process, and give the Committee permission to review their Personnel Action File. At that time, the nominees may submit an updated curriculum vitae and a statement of no more than one page explaining why they believe they merit the award.

7.4.3 Each nomination shall be supported by the following evaluation documents: 1) Faculty Activities Reports, and 2) Any other document pertaining to the service area as defined by the "Procedures and Criteria for Performance Review and Periodic Evaluation."

7.4.4 The Award shall be considered a lifetime award to promote the maximum opportunities for recognition for outstanding service among tenure-track instructional faculty members.

7.4.45 In conformance with the criteria for the award as specified in Section 7.2 of this document, the committee will establish its own procedures for the review of the nominees.

7.5 Awards and Recognition

7.5.1 The winner shall receive an award from the Vice President for Academic Affairs/Provost.

7.5.2 The winner shall be honored at the annual Faculty Recognition Luncheon.

7.5.3 The winner shall be recognized during graduation ceremonies in his or her college.

8. The Outstanding Scholarship, Research, Creative Activities Award

8.1 Any faculty member or academic administrator may nominate one eligible faculty member for the Outstanding Scholarship, Research, Creative Activities Award.

8.2 Criteria for the Award

8.2.1 The nominees shall have been tenure-track instructional faculty members at the University for at least six years.

8.2.2 The nominee shall have a record of particular distinction in professional development.

8.2.3 The nominee shall not have won the Outstanding Scholarship, Research, Creative Activities Award previously.

8.3 Format for Nomination

8.3.1 The committee shall distribute the criteria, procedures, and deadline for nominations.

8.3.2 Nominations shall be made on appropriate forms and shall include a brief statement of no more than one page explaining why the nominator believes that the faculty member merits the award.

8.4 Review Procedures

8.4.1 The committee will inform each nominee of the nomination and indicate that members of the committee will be reviewing their Faculty Activities Report.

8.4.2 Each nominee shall be required to actively affirm their inclusion in the process, and give the Committee permission to review their Personnel Action File. At that time, the nominee may submit an updated curriculum vitae, a statement of no more than one page explaining why the nominee

believes they merit the award, and an external letter(s) from people and/or organizations.

8.4.3 Each nomination shall be supported by the following evaluation documents: 1) the most recent Faculty Activities Reports, and 2) no more than ten documents showing the most significant accomplishments in the professional activities area as defined by the "Procedures and Criteria for Performance Review and Periodic Evaluation." (NOTE: The Committee may ask for further documents as the review process proceeds.)

8.4.4 The Award shall be considered a lifetime award to promote the maximum opportunities for recognition among tenure-track instructional faculty members.

8.4.45 In conformance with the criteria for the award as specified in Section 8.2 of this document, the committee will establish its own procedures for the review of the nominees.

8.5 Awards and Recognition

8.5.1 The winner shall receive an award from the Vice President for Academic Affairs/Provost.

8.5.2 The winner shall be honored at the annual Faculty Recognition Luncheon.

8.5.3 The winner shall be recognized during graduation ceremonies in his or her college.