**TRANSMITTAL FORM**

Attachment A

Faculty Senate Agenda

October 27, 2011

DATE: October 8, 2011

TO: Executive Committee

FROM: Faculty Policies Committee

ITEM: Criteria for Faculty Outstanding Scholarly and Creative Activity Awards

BACKGROUND

FS 09-70/FPC/Ex. - Faculty Senate approved adding a fourth award, for Outstanding Scholarly and Creative Activity, to the college-level Outstanding Faculty Awards.

FS 10-43/FPC/Ex. - Faculty Senate approved recommendations regarding eligibility and application procedures (and award selection committees, which were revised in May 2011). The following recommendations from FS 10-43/FPC/Ex. provide background for the current FPC recommendation:

Recommendations Regarding Eligibility and Awards Criteria

     All faculty employed at Sacramento State for at least the past three years are eligible for the Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service awards.

     Current students, alumni, faculty including self nominations, or staff may nominate faculty for these awards.

     Before the application process begins, colleges shall establish criteria for Outstanding Teaching, University Service, Community Service, and Scholarly and Creative Activity awards beyond the basic eligibility requirements. These criteria shall be distributed to all faculty within the college.

     If a file does not reach a level of outstanding, colleges are not obligated to give out the award in each category.

Application Procedures

     A nomination letter and updated CV are required of all nominees.

     A completed application file must be submitted by the established college deadline in order for further consideration by the selection committee.

     Colleges are strongly encouraged to establish reasonable page limits for any supporting materials. Committees may call for additional information from the nominee as well.

     Colleges are strongly encouraged to implement a system of online submission.

     As part of the application process, committees are encouraged to solicit at least two references and/or letters of support for each nominee.

\* Until such time that the Faculty Senate establishes campus-wide criteria for Outstanding Scholarly and Creative Activity Awards, the Colleges and the Library are to utilize their own criteria.

Current Criteria for Outstanding Faculty Awards:

TEACHING

1. Teaching effectiveness, as established over the most recent five-year period.
2. Impact on the lives and careers of students, as evidenced over the tenure of the nominee at Sacramento State.

The quality of the evidence, not the quantity of evidence, shall be used by the committee in reaching a decision. All forms of the teaching duties of faculty members at Sacramento State are appropriate for recognition: undergraduate and graduate level teaching, lectures, seminars, laboratories, clinical practica, fieldwork supervision, etc.

UNIVERSITY SERVICE

1. Contributions to the faculty member’s Department through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the Department, for example, in the area of curriculum development, and student advising.
2. Contributions to the faculty member’s College through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the College, for example, in the area of curriculum development, and student advising.
3. Contributions to the University through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the University, for example, in the area of curriculum development, and student advising.

The quality of the evidence, not the quantity of evidence, shall be used by the Committee in reaching a decision.

COMMUNITY SERVICE

Awards will be given for service that applies the nominee’s professional knowledge and skills to addressing community needs, and thus represents the university as a resource to the region. Only service completed while employed as a faculty member by California State University, Sacramento shall be considered. Priority will be given to nominees who provide evidence of the impact of their service work in both the university and the community.

Evidence of impact on the university may include but is not limited to:

* Documented creation of new opportunities for students to combine learning and service, e.g., service learning courses, internships, Master’s theses, and participation in civic improvement and/or citizen action projects.
* Documented positive student outcomes from involvement in the nominee’s community service work.
* Relevance of service outcomes to university mission and goals
* Acquisition of grant funds and other resources for the university
* Documented creation of new research and consultation opportunities for faculty.

Evidence of impact on the community may include but is not limited to:

* Documented positive outcomes of the service activity on quality of life in the Sacramento region or beyond – outcomes may be economic, social, or cultural
* Documented positive outcomes for specific public benefit agencies, organizations, and/or vulnerable populations.

SCHOLARLY AND CREATIVE ACTIVITY

No campus-wide criteria have been developed

FPC RECOMMENDATION

At its meeting on October 7, 2011, FPC voted unanimously to recommend the following criteria for Outstanding Scholarly and Creative Activity.

SCHOLARLY AND CREATIVE ACTIVITY

In addition to the CV and the nomination letter, applications should highlight the nominee’s most significant scholarship or creative activities, including

* + impact of the scholarly and creative activities on nominee’s field(s) of study, including key citations or unique contributions;
	+ impact of the scholarly and creative activities on the university and students;
	+ additional criteria may be established by each college.