

OUTSTANDING FACULTY AWARDS POLICY

Approved by the Faculty Senate April 18, 2013

I. Awards Process

- A. The Faculty Senate shall announce one single call for all four awards which includes minimum criteria.
- B. Each College* will select a maximum of a single award in the categories of Outstanding Teaching, University Service, Community Service, and Scholarly and Creative Activity.
- C. Colleges must report all award winners to the Faculty Senate by the established deadline.
- D. There shall be a campus-wide announcement and recognition of award recipients. Colleges are encouraged to find opportunities to further recognize the award winners.
- E. Collaborative or team submissions are considered a single award and will have both names appearing on both plaques for the same collaborative project.
- F. Each college should have a policy statement on Outstanding Faculty Awards that addresses issues such as rollovers of applications to following years and frequency of repeat winners.

* Note: In this document the term "College" refers to academic colleges as well as a joint group of Library, Counselor, and Coaching Faculty

II. Eligibility

- A. 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.
- B. Current students, alumni, staff, or faculty (including self-nominations) may nominate faculty for these awards.

III. Application Procedures

- A. A nomination letter and updated CV are required of all nominees.
- B. A completed application file must be submitted by the established college deadline in order for further consideration by the selection committee.
- C. Colleges are strongly encouraged to establish reasonable page limits for any supporting materials. Committees may call for additional information from the nominee as well.
- D. Colleges are strongly encouraged to implement a system of online submission.
- E. As part of the application process, committees are encouraged to solicit at least two references and/or letters of support for each nominee.
- F. Collaborative or team projects must be submitted as a single submission, and must address all criteria for all members of the team.

IV. Award Selection Committees

A. Academic Colleges

1. Each college shall establish Faculty Awards or Professional Development Committee to select college award winners in the categories of Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service.
2. All committee members shall be elected by the college faculty, in a college-wide election called for that purpose, to serve multiyear staggered terms with a maximum term length of three years per term.
3. All probationary, tenured, or other full-time faculty in the college shall be eligible to serve on this committee.
4. The committee shall consist of at least five faculty members.

B. Library Faculty, Counselor Faculty, and Coaching Faculty

1. For purposes of consideration for awards for Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service, members of the library, counselor, and coaching faculty shall establish a joint review committee.
2. The committee shall consist of three members, preferably representing at least two of the units, to be elected from within the faculty membership of each unit.
3. The Faculty Senate Chair shall facilitate this process by:
 - a. sending the call for nominations for Outstanding Faculty Awards to each administrator and each eligible faculty member in the amalgam group of library-counselor, and coaching faculty;
 - b. initiating the election of three faculty to serve on a selection committee, preferably representing at least two of the units;
 - c. convening the selection committee; and reporting the committee's decisions.

V. Award Criteria

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

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

C. Individual Award Criteria:

1. Teaching

- a. Teaching effectiveness, as established over the most recent five-year period.
- b. 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.

2. University Service

- a. 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.
- b. 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.
- c. 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.

3. 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:

- a. 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.
- b. documented positive student outcomes from involvement in the nominee's community service work.
- c. relevance of service outcomes to university mission and goals
- d. acquisition of grant funds and other resources for the university
- e. documented creation of new research and consultation opportunities for faculty.

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

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

4. 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:

- a. impact of the scholarly and creative activities on nominee's field(s) of study, including key citations or unique contributions;
- b. impact of the scholarly and creative activities on the university and students;

Additional criteria may be established by each college.