



A campus of The California State University

Office of the Academic Senate • One Washington Square • San Jose, California 95192-0024 • 408-924-2440 • Fax 408-924-2410

S00-9

At its meeting of May 8, 2000, the Academic Senate passed the following Policy Recommendation presented by Annette Nellen for the Professional Standards Committee.

POLICY RECOMMENDATION

OUTSTANDING PROFESSOR, PRESIDENT'S SCHOLAR, AND DISTINGUISHED SERVICE AWARDS

- Whereas: SJSU has three awards for faculty – Outstanding Professor, President's Scholar, and Distinguished Service Award (UP F99-5).
- Whereas: The nomination deadlines and administrative procedures governing the three faculty awards are different and the nomination and selection processes for the awards are not contained in any single and permanent document.
- Whereas: Questions have arisen as to eligibility for the awards and administrative procedures; therefore be it
- Resolved: That the attached policy describing the awards and the selection process be adopted.
- Resolved: That F99-5, Implementation of an Annual Distinguished Service Award, be rescinded as redundant

ACTION BY THE UNIVERSITY PRESIDENT:

Signed by 7/17/00

POLICY RECOMMENDATION

OUTSTANDING PROFESSOR, PRESIDENT'S SCHOLAR, AND DISTINGUISHED SERVICE AWARDS

I. Purpose

The purpose of the Outstanding Professor, President's Scholar, and Distinguished Service Awards is to recognize faculty members who have excelled in the areas of teaching and advising, scholarship or creative activity, or service to the university or profession, respectively. The recipients of these awards are those individuals who have continued exceptional performance in these areas.

This policy provides the eligibility for the three faculty awards, the nomination and selection processes and the criteria for each award.

II. Information Relevant for All Three Awards

A. General Eligibility

To be eligible for any of the three faculty awards, an individual must:

1. Be a full-time Unit 3 faculty member; and
2. Be tenured at the time of the nomination; and
3. Not be part of the Management Personnel Plan (MPP status) either when nominated or selected; and
4. Not be retired (although retirement during the academic year does not forfeit eligibility for that year); and
5. Not have been awarded the particular award previously.

B. Nomination Process

The Senate Office and President's Office will work together to coordinate the sending of a notice to the entire campus community soliciting nominations for each of the three awards. A single announcement will be used for all three awards and should be distributed no later than October 1. That announcement will include the above eligibility factors, and refer people to this policy for a description of each award (with the web location provided in the letter). A single nomination form (see the Appendix of this policy) will be used for each award and be attached to the memo distributed to the campus community. Nominations are to be accompanied by an up-to-1500-word letter stating the reasons for nominating the faculty member and describing the accomplishments of the nominee as appropriate to the award criteria.

Nominations may come from any source including self-nominations.

Nominations are due by October 31 (if that date falls on the weekend, then the due date will be the following Monday).

C. Selection Process

Separate selection committees will be formed annually for each award by October 31. The members of each selection committee are described at Sections III, IV, and V of this policy. The Executive Committee of the Senate will work with the President in

forming each of the three committees. In this selection process, effort should be made to ensure that at least one member also served on the selection committee in the prior year in order to provide continuity for the committees. In addition, the Executive Committee and the President should strive for broad representation of the colleges.

Each selection committee will review the nominations to select the nominees for whom further information is desired. The selection committee will determine the type of information needed to make its selection, but such information at a minimum will include the nominee's curriculum vitae and self-verification of their eligibility (as described in section II.A. of this policy). The selection committees will set their own process and schedule for receiving and reviewing information, but must forward their recommendations to the President by the date established by the President in conjunction with each committee chair but no later than March 1.

General guidelines for the selection committees are provided in Section VI of this policy.

D. Role of the Academic Senate and the President

The Academic Senate Office and the President's Office will work together in notifying the campus community of the request for nominations. The Senate Office will receive the nominations and ensure that they are delivered to the chairs of each selection committee. The Senate Office will also assist each committee in corresponding with nominees.

The Senate Executive Committee will work with the President to select the members of each selection committee as described in Sections III, IV, and V of this policy.

The President will select the recipient of each award from a list of three unranked faculty selected by the selection committees.

The President's Office is responsible for notifying the award recipients, and for funding and arranging for the issuance of the awards.

Confidentiality of all information will be maintained at all times.

E. Form of Award

At a minimum, each award recipient will receive a plaque, a monetary award, and recognition at graduation and another event selected by the President in consultation with the Senate Executive Committee.

III. Outstanding Professor Award

A. Purpose of the Award

To recognize a faculty member for overall excellence in academic assignment.

B. Criteria

In evaluating candidates for this award, consideration should be given to the criteria listed below. There is no set-weighting requirement, but it is highly recommended that the recipient have accomplishments in each of the broad criteria categories set out below.

i. Teaching Excellence

- Evidence of teaching excellence exists as demonstrated through SOTE scores, other student evaluations, peer evaluations, external reviews, etc.
- Teaches a variety of courses.
- Participates in professional and scholarly activities that enhance teaching ability and currency in the discipline.
- Serves as a mentor to other educational professionals.

ii. Commitment to Students

- Advises students through student organizations, theses, and/or other projects.
- Participates in student orientation and advisement activities.
- Mentors students regarding career and graduate school considerations.
- Engages in service to the campus and/or profession that benefits students.

C. Selection Committee

The Selection Committee shall consist of three prior recipients of the award, one student, and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

IV. President's Scholar Award

A. Purpose of the Award

To recognize a faculty member who has achieved widespread recognition based on the quality of scholarship, performances, or creative activities.

B. Criteria

In evaluating candidates for this award, consideration should be given to the nominee's history of scholarship and creative activities, recognition of outstanding

achievements by peers, and importance of the work to the discipline and beyond.

These criteria may only be changed with consultation and approval of the President.

C. Selection Committee

The Selection Committee shall consist of four prior recipients of the award and one administrator. All shall be voting members of the committee. The administrator shall serve as chair of the committee.

V. Distinguished Service Award

A. Purpose of the Award

To recognize a faculty member for exemplary service in a leadership capacity to the University and/or the community or profession, that brings credit to San José State University.

B. Criteria

In evaluating candidates for this award, consideration should be given to the criteria listed below. There is no set-weighting requirement, but it is highly recommended that the recipient have accomplishments in all three broad criteria categories set out below.

In addition to the criteria described below, eligibility for this award requires that the faculty member have a consistent record of service at the department, college, and/or university levels.

i. Contribution to the SJSU Mission

- The faculty member's contribution falls within one or more types of service to the campus. Examples of service include, but are not limited to, contributions through committee work; student outreach and retention; application of expertise to benefit the University and its community through participation in university and community organizations, professional associations, Academic Senate and other governance bodies, California Faculty Association, and appropriate governmental boards and commissions; advancement of public support for the University; and lectures and seminars to community groups.
- The faculty member's service provides a meaningful benefit to the campus.
- The faculty member is able to involve members of the SJSU community in the service activity.

ii. Significant Contribution

- The faculty member's service has a significant effect on the campus,

professional or broader communities.

- The faculty member's service demonstrates leadership and initiative.

iii. On-Going Commitment

- The faculty member has made a consistent contribution of service.
- The faculty member's service record represents multiple years of commitment.

C. Selection Committee

The Selection Committee shall consist of three prior recipients of the award, an administrator and a member of the community. The administrator shall serve as chair of the committee.

VI. General Guidelines for Selection Committees

In General: The selection committees have latitude in many aspects of their operation, from setting their meeting schedule to the approach for evaluating nominees within the criteria set out in this policy.

Reminders for each Selection Committee:

- Establish a schedule that will allow sufficient time for nominations to be reviewed, eligibility verified, determination by the committee of the type of documentation to be prepared by nominees, nominees' preparation of the required documentation, and review of the nominee materials. The committee needs to forward the names of the top three nominees (unranked) to the President by the date established by the President in conjunction with each committee chair but no later than March 1.
- The Senate Office can assist the committee if it needs to verify the eligibility of any nominee.
- If the committee determines that the number of nominees is greater than the number who should be asked for further documentation, a "first cut" should be made based on the nominating letters. If the committee determines that an insufficient number of nominations have been made, it should consult with the Chair of the Senate about sending out another request for nominations.
- Decide what additional documentation should be requested from nominees, such as letters of recommendation or a personal statement. At a minimum, nominees are to submit a curriculum vitae. A discussion of the purpose of the award and the criteria

(as set out in this policy) should help the committee in deciding upon the documentation to request.

e. Decide upon an approach for reviewing the nomination letters and the information provided by nominees, and for selecting the top three nominees.

f. After the top three nominees have been selected, a summary of the significant qualifications of each should be forwarded to the President's Office along with the nominating letters and information provided by each of the three nominees. The three nominees submitted to the President should be unranked.

g. The committee chair should coordinate with the Senate Office to arrange for mailing of letters to nominees to request additional information, as well as thank you letters upon completion of the process. The President's Office will also send a congratulatory letter to the recipient of the award, and optionally, to the other two finalists

h. Committee members are to maintain confidentiality of the nominee names, documentation, and evaluation comments.

Appendix

Nomination Form for Outstanding Professor, President's Scholar, and Distinguished Service Award

Instructions:

- Before completing this form, please read the eligibility criteria for each award outlined in UP S00-9 available at <http://www.sjsu.edu/senate/chron.htm>.
- Please use a separate form for each nominee.
- In addition to submitting this nomination form, you must also submit (at the same time) an up-to-1500-word letter stating the reasons for nominating the faculty member and describing the accomplishments of the nominee as appropriate to the award criteria.
- Submit this nomination form, with your letter attached, to the Academic Senate Office (ADM 176 or zip 0024) by October 31.

To: Academic Senate Office (ADM 176) 0024

From: _____ Phone: _____

Subject: **Nominations for Faculty Award**

I would like to nominate the following tenured faculty member for (**check only one**):

Outstanding Professor Award

President's Scholar Award

Distinguished Service Award

NOMINEE'S NAME: _____

NOMINEE'S DEPARTMENT: _____