Texas Tech University
COLLEGE OF ENGINEERING
Operating Policy and Procedures

COE OP 10.04: Faculty Teaching and Service Awards

Date: May 2012

Purpose: The purpose of this Operating Policy is to establish the procedure for recommending faculty for College of Engineering and University Teaching and Service Awards.

Review: This Operating Policy will be reviewed in the summer of every odd-numbered year by the College Faculty Awards Committee, with recommendations for revision presented to the Executive Committee by August 15.

University OPs related to Faculty Awards
- OP 10.15 President’s Excellence in Diversity and Equity Award
- OP 10.16 President’s Excellence in Academic Advising Awards
- OP 32.13 Chancellor’s Council Distinguished Teaching Award
- OP 32.24 Faculty Awards

POLICY/PROCEDURE

1. Background
   a. Excellence and innovations in teaching are highly valued by the College of Engineering (COE). To promote and recognize excellence, the college provides the following awards:
      - George T. and Gladys Abell-Hanger Faculty Award
      - Dr. Charles L. Burford Faculty Award
      - Lockheed Martin Award
      - Distinguished Educator Fellow (awarded once every 3 years)
   b. In addition to the above awards, the dean recommends to the provost a candidate for the following university awards (see University OPs 10.15, 10.16, & 32.24):
      - President’s Excellence in Teaching Award (Noncompetitive)
      - Alumni Association New Faculty Award (Noncompetitive)
      - Chancellor’s Council Distinguished Teaching Award (Competitive)
      - President’s Excellence in Academic Advising Award (Competitive)
      - President’s Excellence in Diversity and Equity Award (Competitive)
      - President’s Academic Achievement Award (Competitive)
      - Faculty Distinguished Leadership Award (Competitive)
      - Spencer A. Wells Award for Creativity in Teaching (Competitive)
      - Hemphill-Wells New Professor Excellence in Teaching Award (Competitive)

A “Noncompetitive University” award describes those awards that are given to each college to award each year. A “Competitive University” award describes those awards that only one to three (or none) are given university-wide once a year.
2. **Presentation of Teaching and Research Awards/Recognition of University Nominees**

COE award recipients and the college’s university award nominees are recognized annually at the COE faculty and staff award ceremony where award checks will also be presented. Departmental academy functions and the Distinguished Engineers Luncheon may also be occasions to celebrate these achievements. University award winners will be recognized at the spring Faculty Honors Convocation.

3. **Membership of the COE Faculty Teaching Awards Committee (FTAC)**

Each department will have only one member serve on the COE Faculty Teaching Awards Committee. This member should not have received an award in the previous year. The term of membership will be for one academic year with reappointment possible. A student appointed by the dean will also serve as a voting member of the committee. The senior associate dean will serve as committee chair without vote. The committee will appoint a secretary from within its members to keep a record of their deliberations with permanent records maintained by the dean’s office.

4. **Restrictions**

   a. Department chairs, associate deans, and serving members of the FTAC are ineligible for teaching and service awards.
   b. Previous winners of Faculty Teaching and Service Awards will be ineligible for re-nomination for the same award category for a period of three years.
   c. Nominees for predominantly teaching awards must have taught a minimum of six hours during the previous academic year.
   d. Should there be insufficient candidates of quality for the awards, not all awards will be made.

5. **Application**

A separate application that addresses the appropriate criteria is needed for each award. If the nominee is a previous winner of an award, please indicate in the application letter.

**University Awards**

The cover page included as Attachment A to this document must be included in all applications for university awards. Award criteria are specified in the appropriate OP. For the President’s Excellence in Diversity and Equity Award, see TTU OP 10.15. For the President’s Excellence in Academic Advising Award, see TTU OP 10.16. For the Chancellor’s Council Distinguished Teaching Award, see TTU OP 32.13. For University Teaching Awards, see TTU OP32.24.

**College Awards**

Applications for COE teaching awards consist of

- A nomination letter stating which award is being applied for, why the candidate is being nominated for the award and why the candidate is a good candidate for the award. (Self-nominations are appropriate.)
- Supporting letters from current and past students, focusing on the criteria for the award (not to exceed 6 letters)
- Numerical summary scores from student evaluations (not to exceed 1 page – raw data should not be included)
- Nominee’s curriculum vitae

COE teaching award criteria include excellence in classroom teaching, student advising, teaching innovations and engineering education publications.

<table>
<thead>
<tr>
<th>COE Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockheed-Martin Award</td>
<td>Outstanding Graduate or Undergraduate Teaching</td>
</tr>
<tr>
<td>Dr. Charles L. Burford Faculty Award</td>
<td>Outstanding Undergraduate Teaching</td>
</tr>
<tr>
<td>George T. and Gladys Abell-Hanger Faculty Award</td>
<td>Outstanding Graduate or Undergraduate Teaching</td>
</tr>
</tbody>
</table>

The Butler Distinguished Educator Fellow guidelines are shown in Attachment B.

### 6. Recommended Timetable

**February 15**  
FTAC chair verifies all University Award deadlines and accommodates the committee’s schedule accordingly. Department chairs notify the chair (senior associate dean) of their FTAC representative. The FTAC chair notifies the FTAC membership of their role in the committee. The FTAC chair issues a request for nominations to all faculty in the college, asking them to aid in soliciting nominations from faculty, including self-nominations. Nominations for all university and college teaching awards are to be submitted through the FTAC. Departments should submit at least one nomination to the FTAC so that the committee can nominate and ensure that the COE has at least one nominee for each university award.

**September 1**  
Closing date for all university award nominations to FTAC.

**September 15**  
FTAC recommends nominees to the dean for the University’s Competitive and Noncompetitive awards and the COE awards. The FTAC may be requested to assist in the preparation of nominee’s applications to the provost for screening by the TTU Honors and Awards Council for university competitive awards.

**October 1**  
The dean chooses the University’s Competitive and Noncompetitive nominees and notifies the FTAC chair, the nominees, and the department chairs.

**October 12**  
Chancellor’s Council Distinguished Teaching Award nomination due to the provost.

**November 2**  
Piper Professor Award nomination due to the provost.

**November 26**  
Competitive University award nominations due to the provost.
February 1  Noncompetitive University award nominations due to the provost.
February 1  President’s Academic Advising, and President’s Diversity and Equity Awards due to provost.
February 1  FTAC chair issues a request for nominations for COE awards to all faculty in the college, asking them to aid in soliciting nominations from faculty, including self-nominations.
March 1   Closing date for all college award nominations to FTAC.
March 15  FTAC recommends nominees to the dean for the COE awards.
April 1   The dean chooses the COE award nominees and notifies the FTAC chair, the nominees, and the department chairs. Senior associate dean is responsible for preparation of individual plaques and checks given to recipients as well as adding their names to the permanent plaques in the foyer of the dean’s office.
April   Recognition of COE award recipients during the COE faculty and staff award ceremony. Plaques and checks presented.
April   Recognition of university award recipients during the spring Faculty Honors Convocation. Plaques and checks presented.
Attachment A
FACULTY AWARDS NOMINATION TITLE PAGE

Award: _______________________________________________________

Name of Nominee: _______________________________________________

Telephone: ___________ Email:________________________________

Date of Submission: ___________ Submitting Department:______________

Rank of Nominee:
☐ Assistant Professor
☐ Associate Professor
☐ Professor
☐ Other__________________________________

Number Years at Texas Tech University: ____________________________

Nominee’s Specialty: ______________________________________________

Nominated by:
☐ Nominating Committee:______________________________(chair)

☐ Personal Nomination by former recipient of this award:______________

Checklist of enclosed items in order of presentation:

☐ Completed nomination form (this form) not to be counted in 20-page total
☐ Cover letter from nominator or committee containing detailed highlights of the nature of the candidate’s exceptional contribution to the criteria for this award (not to exceed 2 pages)
☐ Nominee’s curriculum vitae
☐ Supporting letters from colleagues, focusing on the criteria for this award (not to exceed 3 letters)
☐ Supporting letters from current and past students, focusing on the criteria for this award (not to exceed 6 letters)
☐ Numerical summary scores from student evaluations for teaching awards (not to exceed 1 page – raw data should not be included)
☐ Optional support materials: To include pertinent documentation of excellence in the area under consideration for the award. This should be organized clearly and concisely and should include such information that demonstrates precisely why the nominee is outstanding, including, but not limited to, written verification such as a course syllabus, quotes from student evaluations, etc. (not to exceed 4 pages)

Any support documentation exceeding the 20-page limit will not be considered.
Attachment B
Butler Distinguished Educator Fellow

The Whitacre College of Engineering is pleased to solicit applications for the Butler Distinguished Educator Fellow. The award is intended to recognize and support engineering faculty contributing to engineering education through teaching, developing educational materials, and engaging in the scholarship of education.

To be eligible for this award, applicants must:

- Be a tenured faculty member of the College of Engineering.
- Have contributed significantly to undergraduate engineering education by teaching, developing educational materials and/or advising students.
- Propose a plan for using this award to advance undergraduate education within the Whitacre College of Engineering at Texas Tech University.

One faculty member every three years will be selected to receive the Distinguished Educator Fellow. The next recipient will begin in fall 2014. The award will consist of a $10,000 annual research stipend (for each of the 3 years) that can be used for summer salary, undergraduate and graduate student support, equipment and supplies, travel, and other activities approved by the dean.

Faculty members nominated or applying for this award should submit an application package consisting of:

- Documentation of the applicants teaching accomplishments, including letters of support from current students, former students, and peers.
- Copies of relevant presentations or publications associated with teaching.
- A short proposal describing how the resources associated with this award will be used to advance undergraduate education within the College of Engineering at Texas Tech University. Expected outcomes include curriculum development, engineering educated-related peer-reviewed publications, annual teaching seminars and presentations, and the pursuit of external funds to support engineering education initiatives.

Final selection of the recipient will be made by a special committee commissioned by the Dean of Engineering thereby not precluding FTAC members from applying. Equal weight will be given both to past accomplishments and to potential future contributions to engineering education. Recipients will be required to submit an annual report to the Associate Dean of Undergraduate Studies on their accomplishments related to the award.