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Faculty Awards Handbook
College of Education
Texas Tech University
2013-2014

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Purpose of the Handbook

The purpose of Faculty Awards Handbook is to provide a central source of information for faculty members and the Faculty, Staff, and Student Human Resources Committee regarding university and college awards. Importantly, the handbook is designed to facilitate the nomination, selection, and honoring of faculty for awards that fall in the areas of teaching, service, and research.

Introduction

Texas Tech University and the College of Education give a number of annual awards to faculty members in an effort to recognize and reward outstanding accomplishments in the areas of teaching, research, and service. In the COE, the Faculty, Staff, and Student Human Resources Committee (FSSHRC) coordinates the process of soliciting recommendations, reviewing dossiers, selecting nominees, and recommending faculty for college and, when appropriate, university awards. Likewise, the FSSHRC is responsible for notifying faculty of COE deadlines for faculty recommendations and the submission of faculty dossiers. COE deadlines for the submission of dossiers and selections are made in the spring. The procedures for the COE faculty awards process are as follows:

1. The FSSHRC committee solicits nominations for the award in the spring semester.
2. Faculty nominate colleague(s) or him/herself for the award.
3. Nominees are vetted by the criteria for the award stated in the Faculty Award Handbook by the FSSHRC committee.
4. Vetted nominees are put forth for faculty vote.

Recipients of College Awards and nominees for University Awards are notified of their selection in late spring each year. The dossiers of University Award nominees are forwarded to the appropriate office the following fall or next academic year when university committees make their selections and recommendations to the appropriate university administrator.

The current awards fall into two general categories: University and College. The university awards currently listed in OP 32.24 Faculty Awards

(<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>) are as follows:

- President's Faculty Book Award
- Chancellor's Council Distinguished Teaching Award
- Chancellor's Council Distinguished Research Award
- Spencer A. Wells Award for Creativity in Teaching

- Bernie E. Rushing, Jr. Faculty Distinguished Research Award
- Faculty Distinguished Leadership Award
- Hemphill-Wells New Professor Excellence in Teaching Award
- President's Academic Achievement Award
- President's Excellence in Teaching Award
- Alumni Association New Faculty Award
- Teaching Academy Departmental Excellence in Teaching Award

In addition, three other awards are listed at separate sites:

- Piper Professor Nominations
(<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>) [correct]
- President's Excellence in Diversity and Equity Award
(<http://www.depts.ttu.edu/opmanual/OP10.15.pdf>), and
- President's Excellence in Academic Advising Awards
(<http://www.depts.ttu.edu/opmanual/OP10.16.pdf>).

The current college awards are as follows:

- Donald McDonald Excellence in Teaching Award
- Larry & Kathi Hovey Distinguished Clinician Award
- Clinical Faculty Distinguished Service Award
- Adjunct/Part-time Distinguished Teaching Award

The College of Education also makes awards that are counterparts to University awards, e.g., the nominee for the President's Academic Achievement Award is the recipient of the college Dean's Academic Achievement Award. These awards—college counterparts to university awards—are delineated hereinafter when college awards are listed.

University Awards: Criteria, Procedures, and Forms

Each university and college award is governed by the criteria and procedures established by the respective institutional unit and/or office. For convenience, these awards are noted below under three headings: Chancellor's Awards, President's Award's, and Other Named Awards.

Chancellor's Awards

The *Chancellor's Council Distinguished Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline,

criteria, procedures, nomination form, and the protocol for the award may be found in attachments A and B at <http://www.depts.ttu.edu/opmanual/OP32.13.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
<p>To the Office of the Provost/Senior Vice President for Academic Affairs in the 1st week of October; the deadline for the COE committee is announced annually</p>	<p>Chancellor’s Council Distinguished Teaching Award (1)</p>	<p>For TTU faculty members who demonstrate teaching excellence, as evidenced by their attainment of distinction, both within and beyond the institution, for outstanding teaching and outstanding contributions related to excellence in teaching.</p>	<p>Nominated by the deans of the colleges in which the nominees hold a faculty appointment.</p>	<p>Selection by the Executive Council of the Teaching Academy and the president of the Faculty Senate. Recommendation to the senior vice provost</p>

The *Chancellor’s Council Distinguished Research Award* is coordinated by the Office of the Vice President for Research. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.21.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
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<p>To the Vice President for Research in the 1st week of October; the deadline for the COE committee is announced annually</p>	<p>Chancellor's Council Distinguished Research Award (1)</p>	<p>Eligibility is limited to faculty members who, at the time nominations, have been in tenured or tenure-track positions at TTU for no more than eight years and who have held the terminal degree for no more than twelve years. Full professors are not eligible.</p>	<p>Nominations shall originate with the deans of the colleges in which nominees hold a faculty appointment.</p>	<p>Selection by an appropriate university committee. Recommendation to the chancellor.</p>
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President's Awards

The *President's Faculty Book Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.24B.pdf>

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
<p>To the Office of the Provost/Senior Vice President for Academic Affairs in the 1st week of October; the deadline for the COE committee is announced annually</p>	<p>President's Faculty Book Award (3)</p>	<p>The submission of an entry can be made by the author(s), a colleague, chair, dean, etc., without regard to affiliation.</p>	<p>Nominated by submission of two copies of book published in the specified year and completed <i>Information Sheet</i> Attachment B of OP32.21.</p>	<p>Reviewed by selected faculty. Recommendations made to President's Book Award Committee</p>

The *President's Academic Achievement Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week of February; the deadline for the COE committee is announced annually	President's Academic Achievement Award (3 anticipated)	Excellence in achievement across the teaching-research-service missions of the university. Three years of faculty service, recognition by peers in one or more areas, evidence of productive scholarship, and demonstrated competence in the three areas.	Nominated by dean by letter, including vita and up to three support letters	Reviewed by Honors and Awards Council. Recommendations to the Office of the Provost/Senior Vice President for Academic Affairs.

The *President's Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior	President's Excellence in Teaching	Excellence in teaching role	Nominated by dean by letter, summarizing teaching activities.	Nominated by dean by letter summarizing teaching activities

Vice President for Academic Affairs in the first week in February; the deadline for COE committee is announced annually	Award (1 per college; up to 4 in A&S)			
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The *President's Excellence in Diversity and Equity Award*, while not processed through or coordinated by the COE Faculty, Staff, and Student Human Resources Committee, is noted because of the emphases and opportunities afforded. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP10.15.pdf>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
Nominations are due by March 15 th to the Vice President for Institutional Diversity, Equity, & Community Engagement	Excellence in Diversity and Equity	Nominees will be evaluated on their efforts, both within and outside of their instructional duties, to engage in activities on and off campus that promote the value of diversity and equity at all academic levels of the university.	Any TTU faculty, staff, or student may initiate by submitting the necessary documentation packet	The review committee will select from the nominees and send its recommendation to the vice president. Vice president will appoint committee chair.

The *President's Excellence in Academic Advising Awards* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP10.16.pdf>).

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE

To the Office of the Provost/Senior Vice President for Academic Affairs by February 1; the deadline for the COE committee is announced annually	Excellence in Academic Advising Awards	Nominees are evaluated on the basis of specific examples of advising excellence provided in the award application statement, in supporting letters, and in supplemental materials.	Nominations may be made by faculty or staff.	The review committee will select from the nominees and send its recommendation to the Provost/Senior Vice President for Academic Affairs.
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Other Named University Awards

The *Spencer A. Wells Award for Creativity in Teaching* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.24.pdf>

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week of November; the deadline for the COE committee is announced annually	Spencer A. Wells Award for Creativity in Teaching (unlimited nominations)	For creativity of the professor's approach to excellent teaching, as attested by students, faculty members, and administrators.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Barnie E. Rushing, Jr. Faculty Distinguished Research Award* is coordinated by the Office of the Vice President for Research. The award description, deadline, criteria, procedures,

nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.24.pdf>

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Vice President for Research in the fourth week in November; the deadline for the COE committee is announced annually	Barnie E. Rushing, Jr., Faculty Distinguished Research Award (1)	The excellence of research—publication of the research is important for evaluation	Nominated by faculty	Screening by deans to select one nominee per college, except two for Arts and Sciences. Screening by Research Council and recommendation to the TTU Association of Parents.

The *Faculty Distinguished Leadership Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at <http://www.depts.ttu.edu/opmanual/OP32.24.pdf>

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week in November; the deadline for the COE committee is announced annually.	Faculty Distinguished Leadership Award (unlimited nominations)	For record of outstanding service to the department, college, or university. Granted as merited, not necessarily annually.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Hemphill-Wells New Professor Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description,

deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the fourth week in November; the deadline for the COE committee is announced annually.	Hemphill Wells New Professor Excellence in Teaching Award (unlimited nominations)	For a professor who has been at Texas Tech no more than four years and whose excellence in teaching has been attested by students, faculty, and administrators. Note: the COE faculty member is not eligible if she or he is nominated during her or his fourth year.	Nominated by faculty	Screening by Honors and Awards Council. Recommendations to the TTU Association of Parents.

The *Alumni Association New Faculty Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week in February; the deadline for the COE committee is announced	Alumni Association New Faculty Award (1 per college)	Maximum of four years total as faculty member. Based on student evaluations, innovative teaching activities, initiation of research/creative activities, and interaction with students. Note: the	Nominated by deans on forms provided by Alumni Association	Deans recommend to the provost/senior vice president for academic affairs, who notifies Alumni Association.

annually		COE faculty member is not eligible if she or he is nominated during her or his fourth year.		
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The *Teaching Academy Departmental Excellence in Teaching Award* is coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs in the first week in February; the deadline for the COE committee is announced annually.	Teaching Academy Departmental Excellence in Teaching Award	Department or comparable academic unit demonstrates existence of a “teaching culture,” which reflects commitment to students, makes teaching a high departmental priority, and facilitates teaching excellence throughout the department.	Department submits application for consideration	Selection Committee composed of one Teaching Academy member from each college (two from Arts & Sciences) and two alternates. The provost/senior vice president for academic affairs, in consultation with the Executive Council of the Teaching Academy, will appoint the Selection Committee and alternates.

The *Piper Professor Nominations* are coordinated by the Office of the Provost/Senior Vice President for Academic Affairs. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award may be accessed at (<http://www.depts.ttu.edu/opmanual/OP32.24.pdf>)

For more details regarding eligibility, criteria, and nominations, access the following Texas site <http://www.window.state.tx.us/scholars/programs/ppnominationform.html>.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
To the Office of the Provost/Senior Vice President for Academic Affairs announces the date each year; the deadline for the COE committee is announced annually.	Piper Professor Nominations (3)	Primarily for teaching and work with undergraduate students.	Nominated through Faculty Senate	Screening by Honors and Awards Council. Provost/senior vice president for academic affairs recommends to the Piper Foundation

College Awards: Criteria, Procedures, and Forms

In addition to nominating COE faculty members for University Awards, the College of Education has a number of awards that are specifically designed to honor professors. These awards are the Adjunct/Part-Time Distinguished Teaching Award, Clinical Faculty Distinguished Service Award, Larry & Kathi Hovey Distinguished Clinician Award, and Donald McDonald Excellence in Teaching Award. In addition to these exclusively designated internal awards, the college also provides university-college counterpart awards. Details for each award—whether an internal or a counterpart—are provided below.

COE Internal Awards

Adjunct/Part-Time Distinguished Teaching Award

The *Adjunct/Part-Time Distinguished Teaching Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE Faculty, Staff, and Student Human Resources Committee (FSSHRC). Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
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<p>The deadline for the COE committee is announced annually</p>	<p>Adjunct teaching</p>	<p>The criteria include innovative teaching, understanding of one's field of expertise, working with students outside of class in p-20 settings or communities. Most importantly, this individual has demonstrated a visible role and substantial impact in either of the above areas.</p> <p>Teaching excellence as documented by peer observation and student evaluations. End-of-course evaluations should provide evidence of course and instructor effectiveness that exceeds the College's average</p> <p>Instructor assists students in applying course content to real community issues, and contributes to the achievement of students on P2 and P3 program assessments.</p>	<p>Nominations may be made by COE faculty and students</p>	<ol style="list-style-type: none"> 1. The FSSHR committee solicits nominations for the award in the spring semester. 2. Faculty nominate colleague(s) or him/herself for the award. 3. Nominees are vetted by the criteria for the award stated in the Faculty Award Handbook by the FSSHR committee. 4. Vetted nominees are put forth for faculty vote.
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Clinical Faculty Distinguished Service Award

The *Clinical Faculty Distinguished Service Award* is coordinated by the Office of the Dean, College of Education, and the Development Office. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	Distinguished clinical service	The criteria include excellence in working with mentor teachers during field placements, and supporting the development of teacher candidate instructional competency such as (a) Foster positive relations between schools and the Tech Teach program (b) Support a positive working environment for mentor teachers and teacher candidates, (c) Assist mentor teachers in developing the instructional competency of teacher candidates, and (d) Support teacher candidates in building their instructional competency, fostering student achievement, and fostering a positive classroom climate.	Nominations may be made by COE faculty and students who are engaged in field experiences	<ol style="list-style-type: none"> 1. The FSSHR committee solicits nominations for the award in the spring semester. 2. Faculty nominate colleague(s) or him/herself for the award. 3. Nominees are vetted by the criteria for the award stated in the Faculty Award Handbook by the FSSHR committee. 4. Vetted nominees are put forth for faculty vote. <p>Dossiers should include a letter from nominee's professional development facilitator, one mentor teacher, and one teacher candidate.</p>

Larry & Kathi Hovey Distinguished Clinician Award

The *Larry & Kathi Hovey Distinguished Clinician Award* is coordinated by the Office of the Dean, College of Education, and the Development Office. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for	Hovey Clinician	Awardees must be P-12 teachers or	Solicited by the COE Development office.	The COE Development office selects a recipient utilizing

the COE committee is announced annually	Award (A plaque and \$1000 honorarium is given)	administrators who have contributed in significant ways to the growth of COE students during their field experiences.		the specified criteria.
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Donald McDonald Excellence in Teaching Award

The *Donald McDonald Excellence in Teaching Award* is coordinated by the Office of the Dean, College of Education. The award description, deadline, criteria, procedures, nomination form, and the protocol for the award are provided by the COE FSSHRC. Important details are summarized below.

TIMING	AWARD	CRITERIA	NOMINATIONS	PROCEDURE
The deadline for the COE committee is announced annually	Donald McDonald Teaching Award - two (2) given annually. Includes COE faculty instrumental in working with the TechTeach program and those teaching in area schools who mentor TechTeach students. The award is contingent on funding for both (\$1,500 each if funds available).	<p>Award 1 Innovative teaching by a COE faculty member (one award) who has been instrumental in working with the TechTeach program.</p> <p>Award 2 A teacher from an area school district who has been instrumental in mentoring TechTeach students. The nominee must demonstrate excellence in the classroom, show a love for teaching, and demonstrates innovative teaching skills.</p>	COE faculty award nominations may be made by COE faculty members. The teacher from area school district award nominations are solicited by the COE Development office.	<ol style="list-style-type: none"> 1. The FSSHR committee solicits nominations for the award (Award 1) in the spring semester. 2. Faculty nominate colleague(s) or him/herself for the award. 3. Nominees are vetted by the criteria for the award stated in the Faculty Award Handbook by the FSSHR committee. 4. Vetted nominees are put forth for faculty vote. <p>Area teacher award is selected by the COE Development office.</p>

COE Counterpart Awards

Earlier it was noted that the College of Education makes awards that are counterparts to University awards. That is, nominees for university awards are also honored in the College by receiving a parallel award. These College awards and their University counterparts are listed below. Nominations are first made for the University Award and must meet its criteria. Nominees for the University Awards are then vetted and voted on by the COE faculty. Individuals selected by this process in the COE go forward and compete at the University Level. Those who receive the University award are also given the COE Award. Those who compete at the University level, but are not selected, are nevertheless given the COE Award. Thus, those selected within the COE have their names and dossiers forwarded to the appropriate TTU administrative office for consideration of the appropriate University awards. Please note that you must nominate all University Awards only at that level, i.e., you do not also nominate individuals for the COE counterpart award separately. You do nominate individuals for Awards that are unique to the COE. Those internal awards are listed on pages 15-16. The current list of College Counterpart Awards appears below.

College Counterpart Awards	
College Awards	University Awards
Dean’s Academic Achievement Award	President’s Academic Achievement Award –COE Nominee
Dean’s Excellence in Academic Advising Award	President’s Excellence in Academic Advising Award –COE Nominee
Dean’s Excellence in Teaching Award	President’s Excellence in Teaching Award –COE Nominee
College of Education New Faculty Award	TTU Alumni Association New Faculty Award –COE Nominee
College of Education Award for Creativity in Teaching	Spencer A. Wells Award for Creativity in Teaching –COE Nominee
College of Education Excellence in Undergraduate Teaching Award	Piper Professor –COE Nominee
College of Education Outstanding Researcher Award	Barnie E. Rushing Jr. Faculty Distinguished Research Award –COE Nominee
College of Education Faculty Distinguished Leadership Award	Faculty Distinguished Leadership Award –COE Nominee

College of Education New Professor Excellence in Teaching Award	Hemphill-Wells New Professor Excellence in Teaching Award –COE Nominee
College of Education Distinguished Research Award	Chancellor’s Council Distinguished Research Award –COE Nominee
College of Education Distinguished Teaching Award	Chancellor’s Council Distinguished Teaching Award –COE Nominee
College of Education Departmental Excellence in Teaching Award	Teaching Academy Departmental Excellence in Teaching Award —COE Nominee
College of Education Faculty Book Award	President’s Faculty Book Award –COE Nominee

A list of prior nominees and recipients of the college and university awards may be found at http://www.educ.ttu.edu/faculty_staff/facultyawards_new.html. Nominees are encouraged to talk with a past nominee or recipient to glean additional relevant information.

Conclusions

The COE Faculty, Staff, and Student Human Resources Committee (FSSHRC) encourages faculty to nominate one or more of their colleagues for the awards noted herein and to consider self-nominations, too. Before nominating a colleague, it is helpful to ask her or him if she or he is willing to accept the nomination and to check the criteria for the award (especially the criteria that specify the number of years, time span, or rank of a person who is eligible for an award, e.g., the Hemphill Wells New Professor Excellence in Teaching Award criterion that states that the award is for a professor who has been at Texas Tech no more than four years; the President’s Academic Achievement Award criterion which indicates that a nominee must have at least three years of service at TTU; the Alumni Association New Faculty Award criterion that specifies that the nominee can have no more than four years of teaching at TTU; the President’s Faculty Book Award criterion which specifies a particular date of publication; the Larry & Kathi Hovey Distinguished Clinician Award criterion which notes that a nominee must be a P-12 practitioner who works with Texas Tech faculty and students; and the Chancellor’s Council Distinguished Research Award criteria which delineate several time-and-rank related requirements (e.g., the nominee has been tenured or in a tenure-track position at TTU for no more than eight years, has held the terminal degree for no more than twelve years and is not a full professor).